

## APPENDIX A (Hourly Centers)

### RECORDS, REPORTS, NOTIFICATIONS, & POSTED ITEMS

This document is not rule. Instead, it is a tool to help as a quick reference to some of the Child Care Licensing (CCL) rules. This document will be updated as needed, but at least once a year. For complete access to the rules and their interpretation, please go to <https://childcarelicensing.utah.gov/Rules.html>.

For Child Care Licensing, all records must be kept on-site for at least six weeks or longer depending upon the action or event that is documented. Children's and personnel records must be current and kept on-site while the individual is involved with the program, and for six weeks after the individual leaves the program. The business license and other facility records, such as fire inspection reports, must be current and kept on-site for at least 6 weeks after their expiration dates. Other agencies, such as the local health department, the food program, or the IRS, may require that records be kept for a longer period of time.

| <b>Records</b>              |   |  |
|-----------------------------|---|--|
| <b>Rule</b>                 | <b>Record</b>   | <b>Requirement</b>   |
| 60-6(11)-(13)(a)-(b)        | Admission & Health Assessment for each child including emergency medical treatment & emergency transportation releases  | <ul style="list-style-type: none"> <li>• Obtain from parent before admission into program</li> <li>• Keep on-site for CCL review</li> </ul>                  |
| 60-7(19)(a)-(i)-(20)(a)-(c) | Preservice training documentation   | Keep on-site for CCL review  |
| 60-7(21)(a)-(h)-(24)(a)-(e) | Annual training documentation   | Keep on-site for CCL review  |
| 60-7(28)(a)-(c)             | Personnel Records <ul style="list-style-type: none"> <li>• Date of initial employment or association</li> <li>• First aid and CPR certification</li> <li>• Days and hours worked</li> </ul> | <ul style="list-style-type: none"> <li>• Keep on-site for CCL review</li> <li>• Days and hours worked kept for 6 weeks</li> </ul>                            |
| 60-8(1)(a)-(d)-(6)(a)-(c)   | Background check form & fees for new covered individuals<br>Fingerprints & fees as required per rule  | <ul style="list-style-type: none"> <li>• Submit to CCL</li> <li>• Individual must pass CCL background check before involvement with child care</li> </ul>    |
| 60-8(7)-(8)(a)-(c)          | Background check form & fees for renewal  | Submit to CCL at least 2 weeks before end of renewal month on background check card  |
| 60-11(6)(a)-(f), (8)        | Children's daily attendance including sign-in and sign-out records  | <ul style="list-style-type: none"> <li>• Document daily</li> <li>• Keep 6-week record on-site for CCL review</li> </ul>                                      |
| 60-14(3)-(8)                | Fire & disaster drills  | <ul style="list-style-type: none"> <li>• Documentation contains all required information</li> <li>• 12-month record kept on-site for CCL review</li> </ul>   |
| 60-17(4)-(7)(a)-(b)         | Medication permission & instructions  | Must be filled out and signed by child's parent before administering medication  |
| 60-17(9)(a)-(c), (12)       | Medication administration record  | <ul style="list-style-type: none"> <li>• Complete immediately after administering medication</li> <li>• Keep 6-week record on-site for CCL review</li> </ul> |
| 60-18(6)(a)-(f)-(7)(a)-(f)  | Parental permission for swimming & offsite activities   | Obtain before each activity  |
| 60-18(8)(a)-(e)             | Written emergency information and releases  | Must be with caregiver for each child on offsite activity  |

| <b>Records Continued</b>   |  |   |
|----------------------------|--|---|
| <b>Rule</b>                | <b>Record</b>                            | <b>Requirement</b>  |
| 60-19(15)(a)-(c)-(16)      | ASTM documentation for cushioning        | Keep on-site for CCL review   |
| 60-20(1)(a)-(b)            | Transportation permission form           | <ul style="list-style-type: none"> <li>Signed by parent</li> <li>Keep on-site for CCL review</li> </ul>   |
| 60-20(4)(a)-(i)            | Current driver's license for each driver | <ul style="list-style-type: none"> <li>Valid for the type of vehicle being driven</li> <li>Carried with the driver</li> </ul>   |
| 60-20(4)(a)-(i)-(5)(a)-(d) | Children's emergency contact information | Driver/caregiver must have for each child being transported   |
| 60-21(8)-(9)               | Animal vaccination records               | <ul style="list-style-type: none"> <li>Must be current</li> <li>Keep onsite for CCL review</li> </ul>   |
| 60-24(15)                  | Sleep equipment permission               | <ul style="list-style-type: none"> <li>Obtain written permission from parent before child sleeps in unsafe sleep equipment</li> <li>Available for CCL review</li> </ul> |
| 60-24(16)                  | Alternate sleep position documentation   | From health care provider   |

| <b>Reports</b>         |  |   |
|------------------------|--|---|
| <b>Rule</b>            | <b>Report</b>                                  | <b>Requirement</b>  |
| 60-6(9)(a)-(e)         | Health & Safety Plan                           | <ul style="list-style-type: none"> <li>Complete on CCL's form</li> <li>Submit to CCL in license application period &amp; after any change</li> <li>Reviewed and updated as needed</li> <li>Signed and dated annually</li> <li>Available during business hours to parents, staff, and CCL</li> </ul> |
| 60-14(10)(a)-(b), (14) | Incident, accident or injury involving a child | <ul style="list-style-type: none"> <li>Give written report to parent on day of occurrence</li> <li>Keep 6-week record on-site for CCL review</li> </ul>   |

| <b>Notifications</b> |   |  |
|----------------------|---|--|
| <b>Rule</b>          | <b>Notification</b>   | <b>Requirement</b>   |
| 60-6(8)              | Telephone number & contact information change   | Notify CCL & parents within 48 hours of change   |
| 60-6(10)(a)-(b)      | Liability Insurance   | Inform parents in writing if no liability insurance  |
| 60-8(20)             | Arrest warrant, felony or misdemeanor arrest, charge, conviction, or supported LIS finding                | Notify CCL within 48 hours of becoming aware of occurrence   |
| 60-9(6)              | Lead-based paint testing  | <ul style="list-style-type: none"> <li>• Contact local health department within 5 working days of discovery</li> <li>• Follow instructions for remediation</li> </ul>  |
| 60-12(2)             | Behavioral expectations for children & how misbehavior will be handled                                    | Inform children, parents & those who interact with children  |
| 60-12(6)             | Child abuse, neglect, or exploitation   | Notify CPS or law enforcement immediately upon witnessing or suspicion   |
| 60-14(11)            | Serious, but not life-threatening injury involving a child  | Contact parent of child immediately  |
| 60-14(12)(a)-(c)     | Life-threatening injury or injury that poses threat of loss of vision, hearing, or limb involving a child | <ul style="list-style-type: none"> <li>• Contact emergency personnel immediately</li> <li>• Contact parent after emergency personnel</li> <li>• Contact emergency contacts if parents cannot be reached</li> </ul>                           |
| 60-14(13)(a)-(b)     | Child received medical attention for injury while in care or for fatality                                 | <ul style="list-style-type: none"> <li>• Notify CCL within next business day</li> <li>• Submit written report within 5 business days</li> </ul>  |
| 60-15(20)            | Child or employee with infectious or unusual disease or serious illness                                   | Notify local health department on day of discovery   |
| 60-17(10)            | Child's adverse reaction to medication or error in administration   | <ul style="list-style-type: none"> <li>• Notify emergency personnel immediately if reaction is life threatening</li> <li>• Report to parent immediately upon recognizing reaction or error or after notifying emergency personnel</li> </ul> |
| 60-17(11)            | Provider's refusal to administer medication   | Notify parent before medication needs to be given to child   |
| 60-21(1)             | Animals permitted at facility   | Inform parents of the kinds of animals allowed   |

| <b>Posted Items</b> |  |   |
|---------------------|--|---|
| <b>Rule</b>         | <b>Posted Item</b>                                       | <b>Requirement</b>  |
| 60-6(6)             | Child Care License                                       | Post original in visible location   |
| 60-6(7)             | Parent Guide   | Post during business hours for parents' review  |
| 60-14(1)            | Emergency numbers with facility address                  | Post near each telephone or in clearly visible area   |
| 60-15(10)           | Handwashing procedures                                   | Post where readily visible from each handwashing sink   |
| 60-15(21)(a)-(d)    | Staff member or child has infectious disease or parasite | <ul style="list-style-type: none"> <li>• Post notice with date on day of discovery</li> <li>• Post in a conspicuous place</li> <li>• Remain posted for at least 5 days</li> </ul> |
| 60-23(1)            | Diapering procedures                                     | Posted at each diapering station  |