

**LICENSE EXEMPT (LE)  
DEPARTMENT OF WORKFORCE SERVICES (DWS)  
APPROVAL REQUIREMENTS**

**ledws-1 Purpose**

- (1) These requirements define the procedures for obtaining and renewing a LE DWS Approval.
- (2) These requirements establish the foundational standards necessary to protect the health and safety of children in LE DWS Approved facilities and programs.

**ledws-2 Definitions**

- (1) "Caregiver" means an employee (who receives direct or indirect compensation) or a volunteer (who does not receive direct or indirect compensation) who provides direct care to children.
- (2) "CCL" means the Child Care Licensing Program in the Department of Health.
- (3) "Covered Individual" means any of the following individuals involved with the facility/program:
  - (a) an owner or member of the governing body,
  - (b) a director or director designee,
  - (c) a caregiver, an assistant caregiver, or a teacher,
  - (d) an employee,
  - (e) an individual 12 years old and older living where care is provided, or
  - (f) anyone who has unsupervised contact with a child in care.
- (4) "Entrapment Hazard" means an opening greater than 3-1/2 by 6-1/4 inches and less than 9 inches in diameter where a child's body could fit through but the child's head could not fit through, potentially causing a child's entrapment and strangulation.
- (5) "Facility" means the indoor and outdoor areas approved for care.
- (6) "Group" means the children assigned to and supervised by one or more caregivers.
- (7) "Guest" means an individual who is not a Covered Individual and is at the facility with the provider's permission.
- (8) "Inaccessible" means:
  - (a) When there are children in care younger than 5 years old:
    - (i) locked, such as in a locked room, cupboard, or drawer;
    - (ii) secured with a child safety device, such as a child safety cupboard lock or doorknob device;
    - (iii) behind a properly secured child safety gate;
    - (iv) located in a cupboard or on a shelf at least 36 inches above the floor; or
    - (v) located in a bathroom cupboard or on a bathroom shelf at least 36 inches above a surface on which a child could stand or climb.
  - (b) When all children in care are 5 years old or older:
    - (i) locked, such as in a locked room, cupboard, or drawer;
    - (ii) secured with a child safety device, such as a child safety cupboard lock or doorknob device;
    - (iii) behind a properly secured child safety gate;
    - (iv) located in a cupboard or on a shelf at least 48 inches above the floor; or
    - (v) located in a bathroom cupboard or on a bathroom shelf at least 48 inches above a surface on which a child could stand or climb.
- (9) "Infant" means a child who is younger than 1 year old.
- (10) "Older toddler" is a child who is 18 months to 23 months old.

- (11) "Parent volunteer" is an individual with legal guardianship of children currently enrolled at the facility/program.
  - (a) A parent volunteers counts in caregiver to child ratios or is ever left unsupervised with children other than their own (they are not in the same room/area as an individual who passed a CCL background check), is a caregiver and required to pass a CCL background check.
  - (b) A parent volunteer who never counts in caregiver to child ratios and is never left unsupervised with children other than their own is a guest and is not required to have a CCL background checks but is required to wear a guest name tag.
- (12) "Protective barrier" means an enclosing structure such as bars, lattice, or solid panels, around an elevated play equipment platform (a flat surface on a piece of stationary play equipment intended for more than one user to stand on and upon which the users can move freely) and is intended to prevent accidental or deliberate movement through or access to something
- (13) "Protective cushioning" means a shock-absorbing surface under and around equipment that reduces the severity of injuries from falls.
- (14) "Provider" means the administrator of the facility/program.
- (15) "School age child" is a child who is 5 years old through 12 years old.
- (16) "Stationary play equipment" means equipment such as a climber, a slide, a swing, a merry-go-round, or a spring rocker that is meant to stay in one location when children use it. Stationary play equipment does not include sandboxes, stationary circular tricycles, sensory tables, or playhouses that sit on the ground with no play equipment (such as slides, swings, ladders, and climbers) attached to them.
- (17) "Strangulation hazard" means something on which a child's clothes or something around a child's neck could become caught such as.
  - (a) a protruding bolt end that extends more than 2 threads beyond the face of the nut;
  - (b) hardware that forms a hook or leaves a gap or space between components such as a protruding S-hook; or
  - (c) a rope, cord, or chain that is attached to a structure and is long enough to encircle a child's neck.
- (18) "Student intern" means a student who is employed or volunteering at the facility or with the program for a fixed period of time.
- (19) "Toddler" means a child who is 1 year old.
- (20) "Use zone" means the area beneath and surrounding a play structure or piece of equipment that is designated for unrestricted movement around the equipment and onto which a child falling from or exiting the equipment could be expected to land.
- (21) "Volunteer" means an individual who does not receive any form of direct or indirect compensation for their services.
  - (a) When a volunteer counts in caregiver to child ratios or is ever left unsupervised with children (they are not in the same room/area as an individual who passed a CCL background check), they are a caregiver and are required to pass a CCL background check.
  - (b) A volunteer who never counts in caregiver to child ratios and is never left unsupervised with children is a guest and is not required to have a CCL background check and is required to wear a guest name tag.

### **ledws-3 Approval Details**

- (1) LE DWS Approvals are required for providers to be eligible to receive Child Care and Development Fund (CCDF) money and/or child care subsidy payments from DWS.
- (2) LE DWS Approvals are active for one year.
- (3) LE DWS Approvals are for the facility/program and the approved location and are not assignable or transferable. An application for a new LE DWS Approval is required for a different facility/program or for a different location.
- (4) LE DWS Approvals will not be given if there is an active Child Care License at the same location.
- (5) LE DWS Approvals are not available for license-exempt providers when the reason for the exemption is:
  - (a) The care is provided by or at a private or parochial school.
  - (b) The care is provided on a sporadic basis.

#### **ledws-4 New and Renewal Approvals**

- (1) To receive a new LE DWS approval, the applicant must do all of the following:
  - (a) Read the requirements.
  - (b) Submit the following:
    - (i) a completed LE DWS Approval Application,
    - (ii) a completed Background Check form for each Covered Individual,
    - (iii) required fingerprints and fingerprint processing fees, and
    - (iv) background check fees.
  - (c) Complete New Provider Training.
  - (d) Have an onsite inspection and be in compliance with all requirements.
  - (e) Submit a W-9 form through their Child Care Licensing Portal.
- (2) A LE DWS Approval application will be denied when:
  - (a) The provider does not complete the CCL background check process within 6 months of submitting the application;
  - (b) The provider does not complete New Provider Training within 6 months of submitting the application;
  - (c) All Covered Individuals do not pass the background check;
  - (d) The provider is not there for the onsite inspection; and/or
  - (e) The provider does not show compliance with the requirements within 6 months of submitting the application.
- (3) To renew a LE DWS Approval, the provider must:
  - (a) Submit a Renewal Request through their CCL Provider Portal at least 30 calendar days before the expiration of the current approval, and
  - (b) Have an announced onsite inspection and be in compliance with all requirements before the end date of the approval.

#### **ledws-5 Inspections**

- (1) Before the new approval, the provider will have an announced inspection to assess compliance with the requirements. When noncompliance to any requirement is found during this inspection, the provider will be given a date to come into compliance with the requirement(s). The application will be denied when the provider does not show compliance with the requirement(s) by the required date.
- (2) During the approval year, the director or the director designee will have an unannounced inspection to assess compliance with the requirements. When noncompliance to any requirement is found during this inspection, the director or the director designee will be given a date to come into compliance with the requirement(s). The approval will be deactivated when the director does not show compliance with the requirement(s) by the required date.
- (3) Before the expiration date of the approval, the director will have an announced inspection to assess compliance with the requirements. When noncompliance to any requirement is found during this inspection, the director will be given a date to come into compliance with the requirement(s). The approval will be deactivated when the director does not show compliance with the requirement(s) by the required date.
- (4) When there are concerns with compliance, the director or the director designee will have an unannounced inspection to assess compliance with the requirements. When noncompliance to any requirement is found during this inspection, the director or the director designee will be given a date to come into compliance with the requirement(s). The approval will be deactivated when the provider does not show compliance with the requirement(s) by the required date.
- (5) Providers can request a review of any action taken by the Child Care Licensing staff by submitting the request through the Child Care Licensing Portal.

### **ledws-6 Administration and Children's Records**

- (1) The provider must ensure all areas of the facility are maintained and used in a safe manner to prevent injury to children. This includes the proper handling, storage, and disposal of hazardous materials and bio-contaminants.
- (2) When caring for children with special needs, the provider must make any necessary accommodations to meet their needs.
- (3) On the day of its occurrence, the provider must ensure parents are notified of any incident, accident, or an injury involving their child(ren).
- (4) Within 48 hours of the change, the provider must ensure parents and Child Care Licensing staff is notified of a change in the program's phone number or email address.
- (5) The provider must ensure each child in care who is younger than school-age has current immunizations.
- (6) If the documentation is not maintained by another agency or organization, the provider must ensure there is documentation of current immunizations for each child in care younger than school-age (children who are homeless or in foster care may have a 90 day exemption) available for review by Child Care Licensing staff.

### **ledws-7 Personnel and Training**

- (1) The provider must:
  - (a) be at least 21 years old and
  - (b) ensure compliance with all federal, state, and local laws and rules, including fire requirements, pertaining to the operation of the program and the facility that houses the program.
- (2) The provider must ensure there is a qualified director who is responsible for the day-to-day operation of the facility/program. The provider must ensure the director is at least 21 years old and have one of the following:
  - (a) an associates, bachelors, or graduate degree from an accredited college/university or successful completion of at least 12 semester credit hours of college/university level coursework in child development, early childhood education, elementary education, or a related field; or
  - (b) a currently valid national certification such as a Certified Childcare Professional (CCP) issued by the National Child Care Association, a Child Development Associate (CDA) issued by the Council for Early Childhood Professional Recognition; or
  - (c) a currently valid Child Care Licensing-approved National Administrator Credential (NAC) plus at least 60 hours of approved Utah Early Childhood Career Ladder courses in child development or 60 hours of equivalent training as approved by the Department.
- (3) The provider must ensure there is a director designee with the authority to act on behalf of the director. The provider must ensure the director designee is at least 18 years old.
- (4) The provider must ensure the director or the director designee is at the facility whenever children are in attendance.
- (5) The provider must ensure all caregivers who count in caregiver to child ratios are at least 18 years old.
- (6) The provider must ensure all assistant caregivers are at least 16 years old and work under the immediate supervision of caregivers.
- (7) The provider must ensure all caregivers and assistant caregivers:
  - (a) do not engage in or allow conduct that is adverse to the public health, morals, welfare, and safety of the children in care; and
  - (b) take all reasonable measures to protect the safety of children in care.

- (8) The provider must ensure all directors, director designees, caregivers, and assistant caregivers complete at least 2.5 hours of preservice training no more than 6 months before their first day of interacting with the children in care. The provider must ensure the training includes at least the following topics:
- (a) disaster preparedness, response, and recovery;
  - (b) pediatric first aid and CPR;
  - (c) children with special needs;
  - (d) safe handling and disposal of hazardous materials;
  - (e) the prevention, signs, and symptoms of child abuse and neglect, including child sexual abuse, and legal reporting requirements;
  - (f) principles of child growth and development, including brain development;
  - (g) prevention of shaken baby syndrome and abusive head trauma, and coping with crying babies;
  - (h) prevention of sudden infant death syndrome (SIDS) and use of safe sleeping practices;
  - (i) recognizing the signs of homelessness and available assistance;
  - (j) review of the program's Emergency Preparedness, Response, and Recovery Plan; and
  - (k) review of the LE DWS Approval Requirements.
- (9) The provider must ensure the preservice training is documented and the documentation available for review by Child Care Licensing staff. The provider must ensure the documentation includes at least the following:
- (a) the name of the director, director designee, caregiver or assistant caregiver;
  - (b) the training topic;
  - (c) the first date the person interacted with children in care;
  - (d) the date of the training;
  - (e) the length of the training; and
  - (f) the source of the training.
- (10) The provider must ensure directors, director designees and caregivers who count in caregiver to child ratios complete at least 1 hour of ongoing child care training for each month they have been employed or volunteered or at least 10 hours each exemption year (between the start and end date of the exemption). The provider must ensure the training includes at least the following topics:
- (a) disaster preparedness, response, and recovery;
  - (b) pediatric first aid and CPR;
  - (c) children with special needs;
  - (d) safe handling and disposal of hazardous materials;
  - (e) the prevention, signs, and symptoms of child abuse and neglect, including child sexual abuse, and legal reporting requirements;
  - (f) principles of child growth and development, including brain development;
  - (g) prevention of shaken baby syndrome and abusive head trauma, and coping with crying babies;
  - (h) prevention of sudden infant death syndrome (SIDS) and use of safe sleeping practices;
  - (i) recognizing the signs of homelessness and available assistance;
  - (j) review of the program's Emergency Preparedness, Response, and Recovery Plan; and
  - (k) review of the LE DWS Approval Requirements.
- (11) The provider must ensure the ongoing training is documented and the documentation is available for review by the Child Care Licensing staff. The provider must ensure the documentation includes at least the following:
- (a) the name of the director, director designee, or caregiver;
  - (b) the training topic;
  - (c) the first date the person counted in ratios;
  - (d) the date of the training;
  - (e) the length of the training; and
  - (f) the source of the training.

## **ledws-8 Background Checks**

- (1) The provider must ensure all Covered Individuals pass CCL background checks before being with children in care.
  - (a) The provider must ensure background check forms and background check fees are submitted for all new Covered Individuals.
  - (b) The provider must ensure fingerprints and fingerprint processing fees for the FBI Next Generation Identification check are submitted for all new Covered Individuals 18 years old and older and all 16 and 17 year old assistant caregivers.
- (2) The provider must ensure Covered Individuals with CCL background checks are associated with their facility before the Covered Individual is with children in care.
- (3) The provider must ensure guests are always in the same room/area with an individual who passed a CCL background check and wear guest name tags.
- (4) A student intern can count in caregiver to child ratios when:
  - (a) they are registered in a high school or college child care course, and
  - (b) they are always in the same room/area as an individual who passed a CCL background check.
- (5) Owners and members of governing boards who live out of state and are never at the facility are not required to have CCL background checks.
- (6) The provider must ensure individuals who failed to pass a CCL background check are not at the facility or part of the program.

### ledws-9 Facility

- (1) The provider must ensure there is a working telephone at the facility at all times children are in care.
- (2) The provider must ensure there is a working fire extinguisher accessible to caregivers.
- (3) If there is an outdoor area that is used by children in care and that is maintained by the provider, the provider must ensure the area is safely accessible.
- (4) If there is an outdoor area that is used by children in care and that is maintained by the provider, the provider must ensure drinking water is available to children in care.
- (5) If there is an outdoor area that is used by children in care and that is maintained by the provider, the provider must ensure the following are inaccessible (surrounded by a barrier that is at least 48 inches high) to children in care:
  - (a) metal animal swings;
  - (b) unanchored swings; and
  - (c) unanchored slides.
- (6) If there is an outdoor area that is used by children in care and that is maintained by the provider, the provider must ensure standing water is inaccessible (surrounded by a barrier that is at least 48 inches high) to children in care.
- (7) If there is an outdoor area that is used by children in care and that is maintained by the provider and there are children younger than school age in care, the provider must ensure:
  - (a) The area is enclosed within a 4 foot high fence or wall, or a solid natural barrier that is at least 4 feet high.
  - (b) Fences do not have gaps greater than 5 by 5 inches and gaps between the bottom of the fence and the ground cannot be more than 5 inches.

### ledws-10 Ratios and Group Size

- (1) The provider must ensure the following minimum caregiver to child ratios and maximum group size are maintained.

<b>Single Age Groups</b>			
<b>Minimum Number of Caregivers</b>	<b>Children's Age</b>	<b>Number of Children</b>	<b>Maximum Group Size</b>
1	infant	4	8
1	toddler	4	8
1	2 years old	7	14
1	3 years old	12	24
1	4 years old	15	30
1	school age	20	40

<b>Older Toddlers and 2 Year Olds</b>			
<b>Minimum Number of Caregivers</b>	<b>Children's Ages</b>	<b>Number of Children</b>	<b>Maximum Group Size</b>
1	older toddler 2 years old	1-3 1-6	7
2	older toddler 2 years old	1-16 1-13	14

<b>2 Year Olds and 3 Year Olds</b>			
<b>Minimum Number of Caregivers</b>	<b>Children's Ages</b>	<b>Number of Children</b>	<b>Maximum Group Size</b>
1	2 years old 3 years old	1-6 1-9	10
2	2 years old 3 years old	1-13 1-19	20

<b>2 Year Olds and 4 Year Olds</b>			
<b>Minimum Number of Caregivers</b>	<b>Children's Ages</b>	<b>Number of Children</b>	<b>Maximum Group Size</b>
1	2 years old 4 years old	1-6 1-10	11
2	2 years old 4 years old	1-13 1-21	22

<b>2 Year Olds and School Age</b>			
<b>Minimum Number of Caregivers</b>	<b>Children's Ages</b>	<b>Number of Children</b>	<b>Maximum Group Size</b>
1	2 years old school age	1-6 1-13	14
2	2 years old school age	1-13 1-27	28

<b>3 Year Olds and 4 Year Olds</b>			
<b>Minimum Number of Caregivers</b>	<b>Children's Ages</b>	<b>Number of Children</b>	<b>Maximum Group Size</b>
1	3 years old 4 years old	1-11 1-13	14
2	3 years old 4 years old	1-23 1-27	28

<b>3 Year Olds and School Age</b>			
<b>Minimum Number of Caregivers</b>	<b>Children's Ages</b>	<b>Number of Children</b>	<b>Maximum Group Size</b>
1	3 years old school age	1-11 1-15	16
2	3 years old school age	1-23 1-31	32

<b>4 Year Olds and School Age</b>			
<b>Minimum Number of Caregivers</b>	<b>Children's Ages</b>	<b>Number of Children</b>	<b>Maximum Group Size</b>
1	4 years old school-age	1-14 1-17	18
2	4 years old school age	1-29 1-35	36

<b>2 Year Olds, 3 Year Olds, and 4 Year Olds</b>			
<b>Minimum Number of Caregivers</b>	<b>Children's Ages</b>	<b>Number of Children</b>	<b>Maximum Group Size</b>
1	2 years old 3 years old 4 years old	1-6 1-9 1-9	11
2	2 years old 3 years old 4 years old	1-13 1-20 1-20	22



<b>2 Year Olds, 3 Year Olds, and School Age</b>			
<b>Minimum Number of Caregivers</b>	<b>Children's Ages</b>	<b>Number of Children</b>	<b>Maximum Group Size</b>
1	2 years old 3 years old school age	1-6 1-11 1-11	13
2	2 years old 3 years old school age	1-13 1-24 1-24	26

<b>2 Year Olds, 4 Year Olds, and School Age</b>			
<b>Minimum Number of Caregivers</b>	<b>Children's Ages</b>	<b>Number of Children</b>	<b>Maximum Group Size</b>
1	2 years old 4 years old school age	1-6 1-12 1-12	14
2	2 years old 4 years old school age	1-13 1-26 1-26	28

<b>3 Year Olds, 4 Year Olds, and School Age</b>			
<b>Minimum Number of Caregivers</b>	<b>Children's Ages</b>	<b>Number of Children</b>	<b>Maximum Group Size</b>
1	3 years old 4 years old school age	1-11 1-14 1-14	16
2	3 years old 4 years old school age	1-23 1-30 1-30	32

<b>2 Years Old, 3 Year Olds, 4 Year Olds, and School Age</b>			
<b>Minimum Number of Caregivers</b>	<b>Children's Ages</b>	<b>Number of Children</b>	<b>Maximum Group Size</b>
1	2 years old 3 years old 4 years old school age	1-6 1-11 1-11 1-11	14
2	2 years old 3 years old 4 years old school age	1-13 1-25 1-25 1-25	28

- (2) Infants and toddlers can be in mixed age groups only when there are less than 9 children in the group. When there are more than 2 infants and/or toddlers in a mixed age group, there must be at least 2 caregivers with the group.
- (3) During nap times (which cannot exceed 2 hours), the minimum caregiver to child ratios may double for children 18 months old and older if the children are in a restful or non-active state and the caregiver can communicate with another onsite caregiver without leaving the napping children.
- (4) Employees' children 4 years old and older do not count in caregiver to child ratios but do count in maximum group sizes.

### **ledws-11 Child Supervision and Security**

- (1) The provider must ensure caregivers maintain active supervision of all children in care at all times. Active supervision means caregivers must be physically in the room/area with children younger than school age and must be able to hear school age children and be near enough to intervene; must know the number of children in their care at all times; must be focused on the children and not their personal interests; and must be aware of the entire group even when interacting with a small group or individual child.
- (2) Children 3 years old and older may go to the bathroom by themselves if there is a policy to ensure their safety.
- (3) To maintain the security and supervision of the children in care, the provider must ensure children are signed in and out of the facility/program with the time of arrival and the time of departure. The provider must ensure these records are kept for at least three years.

### **ledws-12 Child Guidance and Interaction**

- (1) The provider must ensure children in care are not subjected to physical, emotional, or sexual abuse while in care.
- (2) The provider must ensure all employees and volunteers follow the reporting requirements for witnessing or suspicion of abuse, neglect, and exploitation found in Utah Code, Section 62A-4a-403 and 62A-4a-411.
- (3) The provider must ensure all employee and volunteer interactions with children in care do not include:
  - (a) any form of corporal punishment that produces pain or discomfort such as hitting, spanking, shaking, biting, or pinching;
  - (b) restraining movement by binding, tying, or other form of restraint;
  - (c) shouting at children;
  - (d) any form of emotional abuse (behavior that could impair a child's emotional development, such as threatening, intimidating, humiliating, or demeaning a child, constant criticism, rejection, or profane language);
  - (e) forcing or withholding food, rest, or toileting; or
  - (f) confining a child in a closet, locked room, or other enclosure such as a box, cupboard, or cage.

### **ledws-13 Child Safety and Injury Prevention**

- (1) The provider must ensure firearms are stored separately from ammunition and in a cabinet or area that is locked with a key, combination, or fingerprint lock, unless the use is in accordance with the Utah Concealed Weapons Act, or as otherwise allowed by law.
- (2) The provider must ensure toxic or hazardous substances are inaccessible to children in care.
- (3) The provider must ensure tobacco, e-cigarettes, and e-juice are inaccessible to children in care.
- (4) The provider must ensure open flames are inaccessible to children in care.
- (5) The provider must ensure trampolines are inaccessible to children in care.
- (6) The provider must ensure open containers of alcohol are inaccessible to children in care.
- (7) The provider must ensure sexually explicit materials are inaccessible to children in care.
- (8) The provider must ensure illegal items are inaccessible to children in care.
- (9) The provider must ensure children in care are protected from unintended access to vehicular traffic.

### **ledws-14 Emergency Preparedness and Response**

- (1) The provider must ensure the facility's street address and emergency numbers, including ambulance, fire, police, and poison control, are posted near each telephone in the facility and/or in the contact list of cell phones.
- (2) The provider must ensure at least one person at the facility at all times children are in care, at least one person in each vehicle transporting children, and at least one person present during off-site activities has current Red Cross, American Heart Association, or equivalent pediatric First Aid and CPR certification. The provider must ensure the CPR certification is from a class that included hands-on testing.
- (3) The provider must ensure documentation of current First Aid and CPR certification is available for review by the Child Care Licensing staff.
- (4) The provider must have, and follow when needed, a written Emergency Preparedness, Response, and Recovery Plan that is reviewed annually and updated when needed. The provider must ensure the plan is available for review by Child Care Licensing staff and includes procedures for at least:
  - (a) shelter in place,
  - (b) lockdown,
  - (c) evacuation and relocation,
  - (d) communication with parents and reunification of families,
  - (e) continuity of operations, and
  - (f) accommodating infants and toddlers, children with disabilities, and children with chronic medical conditions during emergencies.
- (5) The provider must ensure fire evacuation drills are held during each month the program is open.
- (6) The provider must ensure the date and time of each fire evacuation drill is documented and the documentation is available for review by Child Care Licensing staff.
- (7) The provider must ensure disaster (other than fire) drills are held at least every six months that the program is open.
- (8) The provider must ensure the date and time of each disaster drill is documented and the documentation is available for review by Child Care Licensing staff.
- (9) By the next working day, the provider must ensure Child Care Licensing staff is notified of any fatality, hospitalization, emergency medical response, or injury that required attention from a health care provider unless the medical service was part of the child's medical treatment plan. The provider must also ensure documentation of the incident is submitted to Child Care Licensing staff within five working days of the incident.

### **ledws-15 Health and Infection Control**

- (1) The provider must ensure all areas of the facility used for care are clean and sanitary.
- (2) To prevent and control infectious diseases, the provider must ensure all employees, volunteers, and children in care wash their hands thoroughly with liquid soap and warm running water:
  - (a) before handling and/or preparing food;
  - (b) before serving and/or eating meals and snacks;
  - (c) after using the toilet;
  - (d) before administering and/or taking medication;
  - (e) after coming into contact with body fluids (blood, urine, feces, vomit, mucus, and saliva);
  - (f) after playing with or handling animals; and
  - (g) after cleaning and/or taking out garbage.
- (3) The provider must ensure a body fluids clean up kit is used to clean up spills of body fluids.

### **ledws-16 Food and Nutrition**

- (1) The provider must meet the nutritional needs of the children in care.
- (2) The provider must ensure there is a record of known food allergies of children in care.
- (3) Immediately upon recognizing it, the provider must report to the parent any allergic reaction a child in care has to a particular food.

### **ledws-17 Medications**

- (1) The provider must ensure over the counter or prescription medications are inaccessible to children in care.
- (2) The provider must ensure there is parental permission before administering medication to children in care.
- (3) Immediately upon the recognition of the error, the provider must ensure parents are notified of any adverse reaction to a medication or an error in the administration of medication for their child(ren).

### **ledws-18 Activities**

- (1) The provider must ensure the children in care have enough physical activity.
- (2) The provider must ensure parents are aware of any off-site activities.

### **ledws-19 Play Equipment**

If there is play equipment that is used by children in care and that is maintained by the provider, the provider must ensure:

- (1) All stationary play equipment used by children in care meets the following requirements for use zones:
  - (a) When all children in care are at least two years old:
    - (i) If the height of a designated play surface (any accessible elevated surface for standing, walking, crawling, sitting, or climbing or an accessible flat surface at least 2" by 2" in size and having an angle less than 30 degrees from horizontal) or climbing bar on a piece of equipment, excluding swings, is greater than 30 inches:
      - The use zone must extend a minimum of 6 feet in all directions from the perimeter of each piece of equipment.
      - The use zones of two pieces of equipment that are positioned adjacent to one another may overlap if the designated play surfaces of each structure are no more than 30 inches above the protective cushioning underneath the equipment. When this is the case, there must be a minimum of 6 feet between the adjacent pieces of equipment.
      - There must be a minimum use zone of 9 feet between adjacent pieces of equipment if the designated play surface of one or both pieces of equipment is more than 30 inches above the protective cushioning underneath the equipment.
    - (ii) The use zone in the front and rear of a single-axis swing must extend a minimum of twice the height of the pivot point of the swing and may not overlap the use zone of any other piece of equipment.
    - (iii) The use zone of a multi-axis swing must extend a minimum of 6 feet plus the length of the suspending members and must never overlap the use zone of another piece of equipment.
    - (iv) The use zone for merry-go-rounds must never overlap the use zone of another piece of equipment.
    - (v) The use zone for spring rockers must extend a minimum of 6 feet from the at-rest perimeter of the equipment.
  - (b) When any child in care is an infant or toddler:
    - (i) If the height of a designated play surface or climbing bar on a piece of equipment, excluding swings, is greater than 18 inches:
      - The use zone must extend a minimum of 3 feet in all directions from the perimeter of each piece of equipment.
      - Use zones may overlap if two pieces of equipment are positioned adjacent to one another, with a minimum of 3 feet between the perimeters of the two pieces of equipment.
    - (ii) The use zone in front of a slide must not overlap the use zone of any other piece of equipment.
    - (iii) The use zone in the front and rear of all swings must extend a minimum distance of twice the height from the swing seat to the pivot point of the swing, and must not overlap the use zone of any other piece of equipment.
    - (iv) The use zone for the sides of a single-axis swing must extend a minimum of 3 feet from the perimeter of the structure, and may overlap the use zone of a separate adjacent piece of equipment.
    - (v) The use zone of a multi-axis swing must extend a minimum distance of 3 feet plus the length of the suspending members, and must never overlap the use zone of another piece of equipment.
    - (vi) The use zone for merry-go-rounds must never overlap the use zone of another piece of equipment.
    - (vii) The use zone for spring rockers must extend a minimum of 3 feet from the at-rest perimeter of the equipment.

- (2) There is adequate protective cushioning in all use zones.
- (a) If sand, gravel, or shredded tires are used as protective cushioning, the depth of the material must meet the Consumer Product Safety Commission (CPSC) guidelines in Table 1. The provider must ensure that the material is periodically checked for compaction, and if compacted, must loosen the material to the depth listed in Table 1. If the material cannot be loosened due to extreme weather conditions, the provider must ensure that children are not on the equipment until the material can be loosened to the required depth.

Highest Designated Play Surface, Climbing Bar, or Swing Pivot Point	Fine Sand	Coarse Sand	Fine Gravel	Medium Gravel	Shredded Tires
4' high or less	6"	6"	6"	6"	6"
Over 4' up to 5'	6"	6"	6"	6"	6"
Over 5' up to 6'	9"	9"	6"	9"	6"
Over 6' up to 7'	9"	Not Allowed	9"	Not Allowed	6"
Over 7' up to 8'	9"	Not Allowed	9"	Not Allowed	6"
Over 8' up to 9'	9"	Not Allowed	9"	Not Allowed	6"
Over 9' up to 10'	Not Allowed	Not Allowed	9"	Not Allowed	6"
Over 10' up to 11'	Not Allowed	Not Allowed	Not Allowed	Not Allowed	6"
Over 11' up to 12'	Not Allowed	Not Allowed	Not Allowed	Not Allowed	6"

Fine Sand is white sand in bags marked "play sand". 100% of the material must pass through a #16 screen.  
 Coarse Sand is usually sand for landscaping or construction. 98% of the material must pass through a #4 screen.  
 Fine Gravel is gravel with particles that are rounded and 3/8 inch or less in diameter.  
 Medium Gravel is gravel with particles that are rounded and 1/2 inch or less in diameter.

- (b) If shredded wood products are used as protective cushioning, the depth of the shredded wood must meet the CPSC guidelines in Table 2.

Highest Designated Play Surface, Climbing Bar, or Swing Pivot Point	Engineered Wood Fibers	Wood Chips	Double Shredded Bark Mulch
4' high or less	6"	6"	6"
Over 4' up to 5'	6"	6"	6"
Over 5' up to 6'	6"	6"	6"
Over 6' up to 7'	9"	6"	9"
Over 7' up to 8'	9"	9"	9"
Over 8' up to 9'	9"	9"	9"
Over 9' up to 10'	9"	9"	9"
Over 10' up to 11'	9"	9"	9"
Over 11' up to 12'	9"	Not Allowed	Not Allowed

- (c) If a unitary cushioning material, such as rubber mats or poured rubber-like material is used as protective cushioning, the provider must ensure that the cushioning material is securely installed so that it cannot become displaced or picked up by children.

- (d) Stationary play equipment may be placed on grass, but must not be placed on concrete, asphalt, dirt, or any other hard surface when:
  - (i) all children in care are school age and the highest designated play surface (a flat surface on a piece of stationary play equipment that a child could stand, walk, sit, or climb on, and that is at least 2" by 2" in size) is less than 30 inches from the ground and there are no moving parts on which children sit or stand.
  - (ii) all children in care are at least 2 years old and the highest designated play surface (a flat surface on a piece of stationary play equipment that a child could stand, walk, sit, or climb on, and that is at least 2" by 2" in size) is less than 20 inches from the ground and there are no moving parts on which children sit or stand.
  - (iii) any child in care is an infant or toddler and the highest designated play surface (a flat surface on a piece of stationary play equipment that a child could stand, walk, sit, or climb on, and that is at least 2" by 2" in size) is less than 18 inches from the ground and there are no moving parts on which children sit or stand.
- (3) Stationary play equipment has protective barriers on all play equipment platforms that are more than 48 inches above the ground. The bottom of the protective barrier must be less than 3-1/2 inches above the surface of the platform, and there can be no openings greater than 3-1/2 inches in the barrier. The top of the protective barrier must be at least 38 inches above the surface of the platform when all children in care are school-age and at least 30 inches above the ground when any child in care is younger than school-age.
- (4) There are no entrapment hazards on any piece of stationary play equipment or within or adjacent to the use zone of any piece of stationary play equipment.
- (5) There are no strangulation hazards on any piece of stationary play equipment or within or adjacent to the use zone of any piece of stationary play equipment.
- (6) When any child in care is an infant or toddler:
  - (a) There are no designated play surfaces that exceed 3 feet in height on any piece of stationary play equipment used by infants and toddlers.
  - (b) Swings used by infants and toddlers must have enclosed seats.

### **ledws-20 Transportation**

If transportation is provided:

- (1) While transporting children in care, the provider must ensure the driver has children in care in appropriate individual safety restraints.
- (2) While transporting children in care, the provider must ensure the driver never leaves the children in care unattended in the vehicle.
- (3) While transporting children in care, the provider must ensure the driver is not intoxicated or impaired.

### **ledws-21 Animals**

Currently there are no requirements for this section.

### **ledws-22 Rest and Sleep**

Currently there are no requirements for this section.

**ledws-23 Diapering**

If diapering is provided:

- (1) The provider must ensure children's diapers are changed at a diaper changing station with railings.
- (2) The provider must ensure caregivers do not leave children unattended when the children are on the diapering surface.

**ledws-24 Infant and Toddler Care**

If any child in care is younger than two years old is in the facility/program:

- (1) The provider must ensure high chairs have T-shaped safety straps or devices that are used whenever a child is in the chair.
- (2) The provider must ensure infants sleep in equipment designed for sleep, such as a crib, bassinet, porta-crib or play pen and are not be placed to sleep on mats or cots or in bouncers, swings, car seats, or other pieces of similar equipment. The provider must ensure soft toys, loose blankets, or other objects are not placed in sleep equipment while in use by sleeping infants.
- (3) The provider must ensure infants are placed on their backs for sleeping unless there is documentation from a health care provider for the treatment of a medical condition.
- (4) When there are more than eight children in the area, the provider must ensure infants and toddlers do not use the outdoor play area at the same time as older children.