

Child Care Centers Blank Licensing Checklist

Regulation #	Regulation Description	Regulation Sub-Description	Regulation	Sub-Regulation
100.101.1	CHILD CARE LICENSING	Related Laws and Requirements	The “Child Care Facility Licensing Act” Ark. Code Ann. §§ 20-78-201 to -220, as amended, is the statutory authority for licensing child care facilities. This act created the Division of Child Care and Early Childhood Education (DCCECE) and authorized the Division to establish rules governing the granting, revocation, denial, and suspension of licenses for child care facilities and the operation of child care facilities in this state. The Minimum Licensing Requirements for Child Care Centers are the Division’s rules for Child Care Centers.	
100.101.2	CHILD CARE LICENSING	Related Laws and Requirements	The Child Care Facility Licensing Act designates the Arkansas Department of Human Services (DHS), DCCECE as the administrative agency responsible for administering the Act in accordance with the Minimum Licensing Requirements for Child Care Centers. The Division is authorized to inspect and investigate any proposed or operating Child Care Centers and any personnel connected with the Center to determine if the facility will be or is being operated in accordance with the Child Care Facility Licensing Act and the Minimum Licensing Requirements for Child Care Centers.	
100.101.3	CHILD CARE LICENSING	Related Laws and Requirements	The licensing requirements contained in this manual apply to group child care. (Refer to the Minimum Licensing Requirements for Child Care Family Homes for the requirements that apply to child care provided in a Child Care Family Home.)	
100.101.4a	CHILD CARE LICENSING	Related Laws and Requirements	The Child Care Licensing Unit will notify the applicable federal agency at any time they become aware of or are advised of violations of any of the following or similar laws. The owner should be aware of applicable federal laws which may affect the operation of the facility, such as, but not limited to:	Americans with Disabilities Act (ADA);
100.101.4b	CHILD CARE LICENSING	Related Laws and Requirements	The Child Care Licensing Unit will notify the applicable federal agency at any time they become aware of or are advised of violations of any of the following or similar laws. The owner should be aware of applicable federal laws which may affect the operation of the facility, such as, but not limited to:	Environmental Protection Agency (EPA) regulations to ensure that any renovation or repair work on a home, child care facility, or school that was constructed prior to 1978 shall be completed by a contractor that is certified by the EPA, when the repairs or renovations consist of any or all of the following: the repair or renovation disturbs six (6) or more square feet of the interior, the repair or renovation disturbs twenty feet (20’) or more square feet of the exterior, or the repair or renovation involves removing a window; and
100.101.4c	CHILD CARE LICENSING	Related Laws and Requirements	The Child Care Licensing Unit will notify the applicable federal agency at any time they become aware of or are advised of violations of any of the following or similar laws. The owner should be aware of applicable federal laws which may affect the operation of the facility, such as, but not limited to:	Federal civil rights laws state that a facility may not discriminate on the basis of race, color, sex, religion, national origin, physical or mental handicap, or veteran status.
100.101.5	CHILD CARE LICENSING	Related Laws and Requirements	Reporting Requirements - Owners, operators, staff, therapists, and volunteers are mandated reporters of suspected child maltreatment and are required to call the Child Maltreatment Hotline at 1-800-482-5964, if they have reason to suspect child maltreatment. Additionally, these same individuals are required by Act 530 of 2019, to notify law enforcement if they have a good faith belief that there is a serious and imminent threat to the health or safety of a student, employee, or the public, based on a threat made by an individual regarding violence in, or targeted at, a school (child care center) that has been communicated to the person in the course of their professional duties.	
100.101.6a	CHILD CARE LICENSING	Related Laws and Requirements	The Licensee shall maintain Child Care Liability Insurance (Act 778 of 2009), and comply with the following requirements, with the following exception: State institutions, political subdivisions, or other entities entitled to immunity from liability under § 21-9-301, are not required to have general liability insurance coverage in order to be licensed. (Act 23 of 2015).	Prior to the approval of an application, the applicant shall provide verification of the required coverage to the Licensing Specialist and provide subsequent verification when requested.
100.101.6b	CHILD CARE LICENSING	Related Laws and Requirements	The Licensee shall maintain Child Care Liability Insurance (Act 778 of 2009), and comply with the following requirements, with the following exception: State institutions, political subdivisions, or other entities entitled to immunity from liability under § 21-9-301, are not required to have general liability insurance coverage in order to be licensed. (Act 23 of 2015).	The Licensee shall maintain the minimum amount of coverage as follows: Licensed Capacity of Center Minimum Child Care Liability Insurance Coverage Required 1-74 \$500,000 per occurrence 75 and up \$1,000,000 per occurrence
100.101.7	CHILD CARE LICENSING	Related Laws and Requirements	Laws relevant to the operation of child care facilities are available upon request.	
100.101.8	CHILD CARE LICENSING	Related Laws and Requirements	The following standards are the minimum licensing requirements which shall be met by persons or organizations which operate a child care facility. In recommending a license be issued, DCCECE works in coordination with the local and state Health Departments, Fire Departments, City Planning or Zoning Departments, and the Boiler Division of the Department of Labor. Persons considering opening or expanding a child care facility shall immediately contact these individual departments for inspection and information on their separate rules. A prospective Licensee should request clarification regarding the codes or covenants enforced by these departments as some may prevent the operation of a child care facility at a particular location, may limit the number of children in care, or may impose additional safety requirements.	
100.101.9	CHILD CARE LICENSING	Related Laws and Requirements	The Licensing Unit shall share information on the location and status of new applicants applying for a license and on facilities holding a license when a city or county requests the information.	
100.102.1a	CHILD CARE LICENSING	General Requirements	Child Care Centers shall maintain compliance with the licensing requirements at all times. To be in substantial compliance, the Child Care Center shall meet all essential standards necessary to protect the health, safety, and welfare of the children attending the Child Care Center. Essential standards include but are not limited to those relating to issues involving fire, health, safety, nutrition, discipline, staff to child ratio and space. Failure to comply with any of the licensing requirements for Child Care Centers may result in any of the following adverse actions:	Denial of an application for a license or for church exempt status;

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100.102.1b	CHILD CARE LICENSING	General Requirements	Child Care Centers shall maintain compliance with the licensing requirements at all times. To be in substantial compliance, the Child Care Center shall meet all essential standards necessary to protect the health, safety, and welfare of the children attending the Child Care Center. Essential standards include but are not limited to those relating to issues involving fire, health, safety, nutrition, discipline, staff to child ratio and space. Failure to comply with any of the licensing requirements for Child Care Centers may result in any of the following adverse actions:	Revocation or suspension of a license or church exempt status; and
100.102.1c	CHILD CARE LICENSING	General Requirements	Child Care Centers shall maintain compliance with the licensing requirements at all times. To be in substantial compliance, the Child Care Center shall meet all essential standards necessary to protect the health, safety, and welfare of the children attending the Child Care Center. Essential standards include but are not limited to those relating to issues involving fire, health, safety, nutrition, discipline, staff to child ratio and space. Failure to comply with any of the licensing requirements for Child Care Centers may result in any of the following adverse actions:	Issuance of a provisional license or provisional church exempt status.
100.102.3	CHILD CARE LICENSING	General Requirements	Each Child Care Center shall be reviewed by the Child Care Licensing Unit to determine whether the facility is in compliance with all the Minimum Licensing Requirements for Child Care Centers. Child Care Licensing staff shall have access to Child Care Centers for the purpose of conducting inspections, reviews and complaint investigations. (Clarification: In addition to rooms used for care, Child Care Licensing Staff must also be given access to all other rooms or spaces not used for child care. Any rooms or areas that are not accessible to children in care will only be viewed briefly for major health and safety issues and will not be routinely monitored for general licensing compliance. This is to help insure that there are no dangers such as fire hazards, which could impact the safety of the entire structure.)	
100.102.3a	CHILD CARE LICENSING	General Requirements	Each Child Care Center shall be reviewed by the Child Care Licensing Unit to determine whether the facility is in compliance with all the Minimum Licensing Requirements for Child Care Centers. Child Care Licensing staff shall have access to Child Care Centers for the purpose of conducting inspections, reviews, and complaint investigations. (Clarification: In addition to rooms used for care, Child Care Licensing Staff must also be given access to all other rooms or spaces not used for child care. Any rooms or areas that are not accessible to children in care will only be viewed briefly for major health and safety issues and will not be routinely monitored for general licensing compliance. This is to help ensure that there are no dangers such as fire hazards, which could impact the safety of the entire structure.)	Severity of the deficiency cited;
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100.102.3c	CHILD CARE LICENSING	General Requirements	Each Child Care Center shall be reviewed by the Child Care Licensing Unit to determine whether the facility is in compliance with all the Minimum Licensing Requirements for Child Care Centers. Child Care Licensing staff shall have access to Child Care Centers for the purpose of conducting inspections, reviews, and complaint investigations. (Clarification: In addition to rooms used for care, Child Care Licensing Staff must also be given access to all other rooms or spaces not used for child care. Any rooms or areas that are not accessible to children in care will only be viewed briefly for major health and safety issues and will not be routinely monitored for general licensing compliance. This is to help ensure that there are no dangers such as fire hazards, which could impact the safety of the entire structure.)	Frequency of violations cited;
100.102.3d	CHILD CARE LICENSING	General Requirements	Each Child Care Center shall be reviewed by the Child Care Licensing Unit to determine whether the facility is in compliance with all the Minimum Licensing Requirements for Child Care Centers. Child Care Licensing staff shall have access to Child Care Centers for the purpose of conducting inspections, reviews, and complaint investigations. (Clarification: In addition to rooms used for care, Child Care Licensing Staff must also be given access to all other rooms or spaces not used for child care. Any rooms or areas that are not accessible to children in care will only be viewed briefly for major health and safety issues and will not be routinely monitored for general licensing compliance. This is to help ensure that there are no dangers such as fire hazards, which could impact the safety of the entire structure.)	Past history of compliance; and

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100.102.3e	CHILD CARE LICENSING	General Requirements		Willingness and ability to correct violations
100.102.4	CHILD CARE LICENSING	General Requirements	Denial of access to the facility or to interview children may result in any of the adverse actions described above.	
100.102.5	CHILD CARE LICENSING	General Requirements	Any facility that has not provided care to children for a period of one (1) year shall be closed unless a written request is made by the Licensee stating why closure should not take place. If the licensee requests that the license remain open, license fees and required annual inspections shall be kept current.	
100.102.6	CHILD CARE LICENSING	General Requirements	Falsification of any document and submission of false information to the Division of Child Care and Early Childhood Education (DCCECE) may constitute grounds for revocation of the license. (Falsification means the submission of untrue information, whether by statement or omission.)	
100.102.7	CHILD CARE LICENSING	General Requirements	Any individual and related parties, on the Department of Human Services (DHS) Exclusion List pursuant to DHS Exclusion Policy 1088 shall not be eligible to be an owner, member of the Board of Directors, Director, Assistant Director, or Person in Charge of any licensed child care facility.	
100.103.10	CHILD CARE LICENSING	Licensing Procedures	If a violation is of imminent threat to the health, safety, and welfare of the children attending the Child Care Center, corrective action or compliance shall be obtained within twenty-four (24) hours in order to ensure the health, safety, and welfare of the children in care. If a Child Care Center violates an administrative standard or standard that does not directly threaten the immediate health, safety, or welfare of the children in care, these violations shall be corrected within a reasonable time as mutually agreed upon by the Child Care Licensing Unit and the Child Care Center.	
100.103.11a	CHILD CARE LICENSING	Licensing Procedures	New Provisional License - The Child Care Licensing Specialist shall recommend a New Povisional License when the facility is newly opened, or a facility has been acquired by new owners whose compliance history has not been determined. A New Provisional License shall not exceed twelve (12) months in length. At the end of the Provisional License, the Division may in its discretion:	Issue a Regular License;
100.103.11b	CHILD CARE LICENSING	Licensing Procedures	New Provisional License - The Child Care Licensing Specialist shall recommend a New Povisional License when the facility is newly opened, or a facility has been acquired by new owners whose compliance history has not been determined. A New Provisional License shall not exceed twelve (12) months in length. At the end of the Provisional License, the Division may in its discretion:	Revoke the license;
100.103.11c	CHILD CARE LICENSING	Licensing Procedures	New Provisional License - The Child Care Licensing Specialist shall recommend a New Povisional License when the facility is newly opened, or a facility has been acquired by new owners whose compliance history has not been determined. A New Provisional License shall not exceed twelve (12) months in length. At the end of the Provisional License, the Division may in its discretion:	Suspend the license; or
100.103.11d	CHILD CARE LICENSING	Licensing Procedures	New Provisional License - The Child Care Licensing Specialist shall recommend a New Povisional License when the facility is newly opened, or a facility has been acquired by new owners whose compliance history has not been determined. A New Provisional License shall not exceed twelve (12) months in length. At the end of the Provisional License, the Division may in its discretion:	Issue a successive Provisional License.
100.103.12	CHILD CARE LICENSING	Licensing Procedures	Regular License - The Child Care Licensing Specialist will recommend a Regular License when the facility has demonstrated substantial compliance, or when an existing Licensee with a Regular License relocates their facility and their past demonstrates a substantial level of compliance.	
100.103.13a	CHILD CARE LICENSING	Licensing Procedures	Provisional License - The Licensing Unit may issue a Probationary Provisional License when the center is not maintaining substantial compliance due to deficiencies which are so numerous, frequent, or severe as to potentially jeopardize the health, safety, and welfare of children. The facility and Licensing Unit shall have a corrective action plan in place addressing the issues. Based on the level of compliance during the period of the Probationary Provisional License, the Licensing Unit may:	Issue a Regular License;
100.103.13b	CHILD CARE LICENSING	Licensing Procedures	Provisional License - The Licensing Unit may issue a Probationary Provisional License when the center is not maintaining substantial compliance due to deficiencies which are so numerous, frequent, or severe as to potentially jeopardize the health, safety, and welfare of children. The facility and Licensing Unit shall have a corrective action plan in place addressing the issues. Based on the level of compliance during the period of the Probationary Provisional License, the Licensing Unit may:	Suspend the license; or
100.103.13c	CHILD CARE LICENSING	Licensing Procedures	Provisional License - The Licensing Unit may issue a Probationary Provisional License when the center is not maintaining substantial compliance due to deficiencies which are so numerous, frequent, or severe as to potentially jeopardize the health, safety, and welfare of children. The facility and Licensing Unit shall have a corrective action plan in place addressing the issues. Based on the level of compliance during the period of the Probationary Provisional License, the Licensing Unit may:	Revoke the license.

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100.103.14	CHILD CARE LICENSING	Licensing Procedures	Suspension of License -The Division may suspend a license when the Licensing Unit determines that the facility has serious areas of non-compliance, but the facility would be able to resume normal operation when the harmful conditions are eliminated. If granted, the suspension order remains in effect until the order expires or until the Division determines that the problems necessitating the suspension order have been resolved. The suspension of a license may not exceed twelve (12) months. If the Division finds that the terms of the suspension order have been met prior to the expiration of the suspension period, the Division retains discretion to reinstate the license. If the terms of the order have not been met, the Division may revoke the license.	
100.103.15a	CHILD CARE LICENSING	Licensing Procedures	Revocation of License -The Division may revoke a license when any of the following situations occur:	The facility fails to maintain substantial compliance with licensing requirements;
100.103.15b	CHILD CARE LICENSING	Licensing Procedures	Revocation of License -The Division may revoke a license when any of the following situations occur:	The facility fails or refuses to correct cited deficiencies in a timely manner; or
100.103.15c	CHILD CARE LICENSING	Licensing Procedures	Revocation of License -The Division may revoke a license when any of the following situations occur:	The facility fails to insure the health, safety, and welfare of children in care.
100.103.16	CHILD CARE LICENSING	Licensing Procedures	The revocation of a license nullifies and cancels the license. At the time of a final determination of revocation of the license by the Division, the Division shall specify in the revocation letter the terms of the revocation. The Licensee shall not be eligible to reapply for a license for a minimum of one (1) year, or longer if specified in the revocation order. Related parties shall not be eligible to apply for a license for the same specified period. (Related parties are defined as immediate family members, members of the Board of Directors, persons or entities associated or affiliated with, or which share common ownership, control, or common board members or which have control of or are controlled by the Licensee. An immediate family member is defined as a spouse, step, and in-law relationships, a child, a natural or adoptive parent, a sibling, a grandparent, a grandchild, or a son- or daughter-in-law.) (Applicants who are denied a license or registration due to this requirement may appeal the denial to the Child Care Facility Review Panel.) Facilities wishing to be re-licensed must submit a new application for licensure for review and approval by the Division. Approval must be obtained and a new license issued before the facility provides care to a licensable number of children.	
100.103.1a	CHILD CARE LICENSING	Licensing Procedures	Application - An application shall be obtained from the Child Care Licensing Unit. The completed application packet shall be submitted to the Child Care Licensing Unit for review and approval. A completed application packet shall consist of:	A signed application form with a designated person who assumes legal responsibility for operation of the child care facility;
100.103.1b	CHILD CARE LICENSING	Licensing Procedures	Application - An application shall be obtained from the Child Care Licensing Unit. The completed application packet shall be submitted to the Child Care Licensing Unit for review and approval. A completed application packet shall consist of:	Name of proposed director and their qualifications;
100.103.1c	CHILD CARE LICENSING	Licensing Procedures	Application - An application shall be obtained from the Child Care Licensing Unit. The completed application packet shall be submitted to the Child Care Licensing Unit for review and approval. A completed application packet shall consist of:	Names, addresses, and telephone numbers of the Board of Directors, if applicable;
100.103.1d	CHILD CARE LICENSING	Licensing Procedures	Application - An application shall be obtained from the Child Care Licensing Unit. The completed application packet shall be submitted to the Child Care Licensing Unit for review and approval. A completed application packet shall consist of:	Clear written guidelines of responsibility for the Board of Directors, if applicable;
100.103.1e	CHILD CARE LICENSING	Licensing Procedures	Application - An application shall be obtained from the Child Care Licensing Unit. The completed application packet shall be submitted to the Child Care Licensing Unit for review and approval. A completed application packet shall consist of:	Building or facility diagram;
100.103.1f	CHILD CARE LICENSING	Licensing Procedures	Application - An application shall be obtained from the Child Care Licensing Unit. The completed application packet shall be submitted to the Child Care Licensing Unit for review and approval. A completed application packet shall consist of:	Description of the services that will be provided to the children;
100.103.1g	CHILD CARE LICENSING	Licensing Procedures	Application - An application shall be obtained from the Child Care Licensing Unit. The completed application packet shall be submitted to the Child Care Licensing Unit for review and approval. A completed application packet shall consist of:	Verification that criminal record checks and child maltreatment central registry checks have been initiated on all owners, operators, and staff members of the Child Care Center;
100.103.1h	CHILD CARE LICENSING	Licensing Procedures	Application - An application shall be obtained from the Child Care Licensing Unit. The completed application packet shall be submitted to the Child Care Licensing Unit for review and approval. A completed application packet shall consist of:	Boiler inspection, or verification that inspection has been scheduled;
100.103.1i	CHILD CARE LICENSING	Licensing Procedures	Application - An application shall be obtained from the Child Care Licensing Unit. The completed application packet shall be submitted to the Child Care Licensing Unit for review and approval. A completed application packet shall consist of:	Fire Department approval;
100.103.1j	CHILD CARE LICENSING	Licensing Procedures	Application - An application shall be obtained from the Child Care Licensing Unit. The completed application packet shall be submitted to the Child Care Licensing Unit for review and approval. A completed application packet shall consist of:	Health Department approval;
100.103.1k	CHILD CARE LICENSING	Licensing Procedures	Application - An application shall be obtained from the Child Care Licensing Unit. The completed application packet shall be submitted to the Child Care Licensing Unit for review and approval. A completed application packet shall consist of:	Zoning Approval;
100.103.1l	CHILD CARE LICENSING	Licensing Procedures	Application - An application shall be obtained from the Child Care Licensing Unit. The completed application packet shall be submitted to the Child Care Licensing Unit for review and approval. A completed application packet shall consist of:	Verification of Child Care Liability Insurance (if Child Care Liability Insurance cannot be obtained before application, it must be obtained with proof provided to the Child Care Licensing Unit before care of children can be provided); and
100.103.1m	CHILD CARE LICENSING	Licensing Procedures	Application - An application shall be obtained from the Child Care Licensing Unit. The completed application packet shall be submitted to the Child Care Licensing Unit for review and approval. A completed application packet shall consist of:	A reasonable plan with a proposed budget for the financial support of the center covering costs of staffing, building (including rent or mortgage and repairs), utilities, equipment, safety, and nutrition. (This is a one-time only requirement that applies to new applicants for a license.)

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100.103.2	CHILD CARE LICENSING	Licensing Procedures	Time for processing: The Licensing Specialist has sixty (60) days to submit a recommendation to the Division.	
100.103.3	CHILD CARE LICENSING	Licensing Procedures	A pre-approval consultation meeting shall be required for all applicants for a license prior to the approval of the application. This meeting shall be offered to the applicant prior to application or within thirty (30) days of the receipt of the application.	
100.103.4a	CHILD CARE LICENSING	Licensing Procedures	License - The Child Care Licensing Unit shall conduct a licensing study of each Child Care Center to determine eligibility for a license. The facility shall be approved by the Child Care Licensing Unit before a license may be issued by the Division. A license for a Child Care Center shall specify:	The name and address of the Child Care Center;
100.103.4b	CHILD CARE LICENSING	Licensing Procedures	License - The Child Care Licensing Unit shall conduct a licensing study of each Child Care Center to determine eligibility for a license. The facility shall be approved by the Child Care Licensing Unit before a license may be issued by the Division. A license for a Child Care Center shall specify:	The owner and operator of the Child Care Center;
100.103.4c	CHILD CARE LICENSING	Licensing Procedures	License - The Child Care Licensing Unit shall conduct a licensing study of each Child Care Center to determine eligibility for a license. The facility shall be approved by the Child Care Licensing Unit before a license may be issued by the Division. A license for a Child Care Center shall specify:	The number of children authorized for care at the Child Care Center;
100.103.4d	CHILD CARE LICENSING	Licensing Procedures	License - The Child Care Licensing Unit shall conduct a licensing study of each Child Care Center to determine eligibility for a license. The facility shall be approved by the Child Care Licensing Unit before a license may be issued by the Division. A license for a Child Care Center shall specify:	The expiration of any provisional licenses; and
100.103.4e	CHILD CARE LICENSING	Licensing Procedures	License - The Child Care Licensing Unit shall conduct a licensing study of each Child Care Center to determine eligibility for a license. The facility shall be approved by the Child Care Licensing Unit before a license may be issued by the Division. A license for a Child Care Center shall specify:	The type of care the Child Care Center will be providing.
100.103.5	CHILD CARE LICENSING	Licensing Procedures	License - Non-transferable - A license for a Child Care Facility or approval for a church-operated exempt status shall apply only to the address and location stated on the license or approval issued. It shall not be transferable from one (1) holder of the license or approval to another or from one (1) place to another. If the location of a Child Care Facility is changed, or the operator of the Child Care Facility is changed, then the license or approval for that Child Care Facility shall be automatically closed on such a change. The Child Care Facility shall notify the Licensing Unit of a change of location or ownership.	
100.103.6a	CHILD CARE LICENSING	Licensing Procedures	Compliance - On-site inspections of Child Care Centers are conducted by the Child Care Licensing Unit on a routine basis to determine a facility's continued compliance with the standards. The caregiver shall cooperate with licensing staff during licensing visits and investigations. Violations of rules are documented in writing by use of the licensing compliance record. Documentation shall include:	Reference to the specific rule violated;
100.103.6b	CHILD CARE LICENSING	Licensing Procedures	Compliance - On-site inspections of Child Care Centers are conducted by the Child Care Licensing Unit on a routine basis to determine a facility's continued compliance with the standards. The caregiver shall cooperate with licensing staff during licensing visits and investigations. Violations of rules are documented in writing by use of the licensing compliance record. Documentation shall include:	A factual description of the nature of the violation and how the Child Care Center failed to comply; and
100.103.6c	CHILD CARE LICENSING	Licensing Procedures	Compliance - On-site inspections of Child Care Centers are conducted by the Child Care Licensing Unit on a routine basis to determine a facility's continued compliance with the standards. The caregiver shall cooperate with licensing staff during licensing visits and investigations. Violations of rules are documented in writing by use of the licensing compliance record. Documentation shall include:	A date of expected corrections.
100.103.7	CHILD CARE LICENSING	Licensing Procedures	If video recordings are made by the facility and are maintained for viewing as a part of a continuous monitoring system, they shall be made available to licensing staff upon request. This does not include video recordings of special events, etc.	
100.103.8a	CHILD CARE LICENSING	Licensing Procedures	The Child Care Licensing Unit shall have the authority to make both scheduled and unscheduled visits to:	Conduct inspections and reviews to determine compliance with the licensing requirements;
100.103.8b	CHILD CARE LICENSING	Licensing Procedures	The Child Care Licensing Unit shall have the authority to make both scheduled and unscheduled visits to:	Investigate complaints involving possible violations of licensing requirements; and
100.103.8c	CHILD CARE LICENSING	Licensing Procedures	The Child Care Licensing Unit shall have the authority to make both scheduled and unscheduled visits to:	Offer consultation and technical assistance.
100.103.9	CHILD CARE LICENSING	Licensing Procedures	The Child Care Licensing Specialist may increase unscheduled monitor visits where numerous or severe violations of standards are cited.	
100.104.1a	CHILD CARE LICENSING	License Fee	Each facility shall submit an annual license fee as long as the facility is in compliance with the Minimum Licensing Requirements for Child Care Centers. A facility license fee is determined by combining the maximum license capacity of all licenses located within the same premises.	Facilities serving up to seventeen (17) children- \$15.00 per year;
100.104.1b	CHILD CARE LICENSING	License Fee	Each facility shall submit an annual license fee as long as the facility is in compliance with the Minimum Licensing Requirements for Child Care Centers. A facility license fee is determined by combining the maximum license capacity of all licenses located within the same premises.	Facilities serving seventeen (17) to ninety-nine (99) children - \$50.00 per year; and
100.104.1c	CHILD CARE LICENSING	License Fee	Each facility shall submit an annual license fee as long as the facility is in compliance with the Minimum Licensing Requirements for Child Care Centers. A facility license fee is determined by combining the maximum license capacity of all licenses located within the same premises.	Facilities serving one hundred (100) or more children - \$100 per year.
100.104.2	CHILD CARE LICENSING	License Fee	Upon review and determination of a licensing recommendation by the Child Care Licensing Specialist, the Specialist shall issue a Notice of License Fee Due to the facility.	
100.104.3	CHILD CARE LICENSING	License Fee	The Division shall not issue a license unless the required license fee has been paid.	
100.104.4	CHILD CARE LICENSING	License Fee	A copy of the license fee notice shall be submitted at the time of licensure recommendation.	
100.104.5a	CHILD CARE LICENSING	License Fee	The fee schedule shall apply to all child care facility recommendations for licensure as follows:	New Provisional License - (Provisional License for new operation to be issued for a period of twelve (12) months) A one (1) year license fee shall be paid prior to the issuance of a provisional license;

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100.104.5b	CHILD CARE LICENSING	License Fee	The fee schedule shall apply to all child care facility recommendations for licensure as follows:	New Regular License or conversion from provisional to regular status - A license fee shall be paid prior to the issuance of a new license; and
100.104.5c	CHILD CARE LICENSING	License Fee	The fee schedule shall apply to all child care facility recommendations for licensure as follows:	Conversion to Provisional Status - No license fee is due for licenses converted to provisional status during the term of a regular license.
100.104.6	CHILD CARE LICENSING	License Fee	A second notice of license fee due will be sent to facilities failing to submit the required license fee (Notice of License Fee Past Due). This notice will be sent twenty (20) days after the initial notice of fee due. Failure to submit a license fee within twenty (20) days of receipt of the past due notice will result in action to suspend the license until such time as the fee is paid.	
100.104.7	CHILD CARE LICENSING	License Fee	Refunds of license fees paid are made only when the Division does not approve issuance of a license. There shall be no refunds of license fees paid for voluntary closure of a facility or for Division action to revoke or suspend a license.	
100.104.8	CHILD CARE LICENSING	License Fee	All license fees paid to the Division shall be deposited in a special Child Care Provider's Fund. This fund shall be used to meet the cost of conducting statewide criminal record checks, with the remaining money used for training or materials to be loaned to child care providers.	
100.105.1a	CHILD CARE LICENSING	Appeal of Licensing Actions	A Licensee or applicant for license may request an appeal of any of the following licensing actions:	Adverse licensing actions (revocation or suspension of a license, conversion to a provisional license or denial of an application for a license);
100.105.1b	CHILD CARE LICENSING	Appeal of Licensing Actions	A Licensee or applicant for license may request an appeal of any of the following licensing actions:	Founded licensing complaints;
100.105.1c	CHILD CARE LICENSING	Appeal of Licensing Actions	A Licensee or applicant for license may request an appeal of any of the following licensing actions:	Denials of alternative compliance requests; and
100.105.1d	CHILD CARE LICENSING	Appeal of Licensing Actions	A Licensee or applicant for license may request an appeal of any of the following licensing actions:	Cited noncompliance with the published standards.
100.105.2	CHILD CARE LICENSING	Appeal of Licensing Actions	An appeal may be initiated on any of the above actions by requesting an appeal in writing to the Licensing Specialist or Licensing Supervisory Staff. Requests to appeal adverse licensing actions must be mailed within ten (10) calendar days of the receipt of the notice of the adverse action. Requests to appeal licensing actions, other than adverse, must be mailed within twenty (20) calendar days from receipt of the notification of the action. The request to appeal shall include a statement of the action(s) taken by the Division and the reason(s) the Licensee or applicant for license disagrees with that action. The request to appeal will be reviewed by the Licensing Supervisor and the Licensing Administrator. If the appeal is not resolved to the satisfaction of the Licensee or applicant for license, the matter will be referred to the Child Care Appeal Review Panel for hearing. (This appeal process also applies to Church Operated Exempt facilities.) (Additional information regarding the appeal procedures and the Child Care Appeal Review Panel is available on request.)	
100.106.1	CHILD CARE LICENSING	Alternative Compliance	The Division may grant alternative compliance with the Minimum Licensing Requirements for Child Care Centers if the Division determines that the alternative form of compliance offers equal protection of health, safety, and welfare to children and meets the basic intent of the requirements for which the center is making the request.	
100.106.10	CHILD CARE LICENSING	Alternative Compliance	All requests for alternative compliance shall be answered in writing by the Division.	
100.106.2	CHILD CARE LICENSING	Alternative Compliance	The Division shall consider all requests for alternative compliance with the licensing requirements except those requirements that are enforced by the Department of Health, Local Fire Marshal or State Fire Marshal's office and applicable city ordinances including zoning.	
100.106.3	CHILD CARE LICENSING	Alternative Compliance	To request alternative compliance, the following procedure shall be initiated by the person responsible for the operation of the facility.	
100.106.4	CHILD CARE LICENSING	Alternative Compliance	The applicant or licensee shall submit the request for alternative compliance in writing.	
100.106.5a	CHILD CARE LICENSING	Alternative Compliance	The request shall include:	The specific standards for which alternative compliance is sought;
100.106.5b	CHILD CARE LICENSING	Alternative Compliance	The request shall include:	An explanation of how the alternative form of compliance is equal to or exceeds the stated requirements;
100.106.5c	CHILD CARE LICENSING	Alternative Compliance	The request shall include:	Full justification and description of what the alternative compliance method will be and the method by which the facility will carry out this plan to continue to provide for the health, safety, and welfare of children as intended by the requirements; and
100.106.5d	CHILD CARE LICENSING	Alternative Compliance	The request shall include:	The applicant or Licensee shall provide clear and supportive evidence and upon request of the Division, and expert's opinion on the effect of the request on health, safety, and welfare of the children.
100.106.6	CHILD CARE LICENSING	Alternative Compliance	A separate written request shall be submitted for each requirement for which alternative compliance is sought. The approved alternative compliance is effective for the duration of the license unless a shorter time frame is specified.	
100.106.7	CHILD CARE LICENSING	Alternative Compliance	The granting of alternative compliance for a requirement shall in no way constitute a precedent. If an alternate means of complying with the requirement is granted by the Division and the facility fails to satisfactorily implement this alternate means, the original requirement for which alternative compliance was sought shall become immediately enforceable.	
100.106.8	CHILD CARE LICENSING	Alternative Compliance	The Division shall have the right to obtain an expert opinion to corroborate expert opinions provided by the applicant or Licensee.	
100.106.9	CHILD CARE LICENSING	Alternative Compliance	The Division shall have the right to deny requests for alternative compliance when it finds that such requests do not adequately protect the health, safety, and welfare of children and do not meet the intent of the requirements.	

Regulation #	Regulation Description	Regulation Sub-Description	Regulation	Sub-Regulation
100.107.1a	CHILD CARE LICENSING	Church-Operated Exemption	Act 245 of 1983 defines those facilities that may apply for an exemption from obtaining of license to operate a child care facility and the process through which such exemption may be granted. The facility must be operated by a church or group of churches and be exempt from the State Income Tax levied by Act 118 of 1929, as amended. The person or persons in charge of such a facility shall submit a written request to the Division for such exemption along with the following:	Verification of Tax Identification (ID) ownership by the church;
100.107.1b	CHILD CARE LICENSING	Church-Operated Exemption	Act 245 of 1983 defines those facilities that may apply for an exemption from obtaining of license to operate a child care facility and the process through which such exemption may be granted. The facility must be operated by a church or group of churches and be exempt from the State Income Tax levied by Act 118 of 1929, as amended. The person or persons in charge of such a facility shall submit a written request to the Division for such exemption along with the following:	Verification that the facility is operated by a church or group of churches;
100.107.1c	CHILD CARE LICENSING	Church-Operated Exemption	Act 245 of 1983 defines those facilities that may apply for an exemption from obtaining of license to operate a child care facility and the process through which such exemption may be granted. The facility must be operated by a church or group of churches and be exempt from the State Income Tax levied by Act 118 of 1929, as amended. The person or persons in charge of such a facility shall submit a written request to the Division for such exemption along with the following:	Verification that the facility has been inspected annually and meets the applicable fire safety and health standards; and
100.107.1d	CHILD CARE LICENSING	Church-Operated Exemption	Act 245 of 1983 defines those facilities that may apply for an exemption from obtaining of license to operate a child care facility and the process through which such exemption may be granted. The facility must be operated by a church or group of churches and be exempt from the State Income Tax levied by Act 118 of 1929, as amended. The person or persons in charge of such a facility shall submit a written request to the Division for such exemption along with the following:	Certification from the facility that it is in substantial compliance with published standards that similar nonexempt child care facilities are required to meet.
100.107.2	CHILD CARE LICENSING	Church-Operated Exemption	The Division shall review each request for a church-operated exemption and reply in writing within sixty (60) days from receipt of such request.	
100.107.3	CHILD CARE LICENSING	Church-Operated Exemption	The facility shall be visited by Division staff to verify the facility's substantial compliance with the published standards prior to consideration and review by the Division.	
100.107.4	CHILD CARE LICENSING	Church-Operated Exemption	The Division shall consider each request for exemption and shall review the Division staff's written report in determining a facility's substantial compliance with published standards.	
100.107.5	CHILD CARE LICENSING	Church-Operated Exemption	If a facility claims and states the belief that a particular standard is of a religious nature, the Division shall consider and make a determination on the statements that shall then be a final action subject to review under the Administrative Procedures Act.	
100.107.6	CHILD CARE LICENSING	Church-Operated Exemption	Written notification of an exemption shall be made to the facility stating the maximum number of children allowable, the dates of exemption, and any other conditions by which an exemption is granted.	
100.107.7	CHILD CARE LICENSING	Church-Operated Exemption	Division staff shall have the authority to visit any church-operated exempt facility to review, advise, and verify the maintenance of substantial compliance at the direction of the Division.	
100.108.1	CHILD CARE LICENSING	Licensing Investigations	Child Care Licensing staff shall investigate all complaints involving the possible violation of licensing requirements.	
100.109.1a	CHILD CARE LICENSING	Child Maltreatment Record Checks	The following persons shall be required to have their background reviewed through an Arkansas Child Maltreatment Central Registry Check. Prospective employees who have not lived in the State of Arkansas during the preceding five (5) years will be subject to current federal guidelines regarding conducting a child maltreatment background check in any states where they resided during the past five (5) years.	Each applicant to own or operate a child care facility At application and every two (2) years thereafter
100.109.1b	CHILD CARE LICENSING	Child Maltreatment Record Checks	The following persons shall be required to have their background reviewed through an Arkansas Child Maltreatment Central Registry Check. Prospective employees who have not lived in the State of Arkansas during the preceding five (5) years will be subject to current federal guidelines regarding conducting a child maltreatment background check in any states where they resided during the past five (5) years.	Staff members and applicants for employment in a Prior to employment and every two (2) years child care facility thereafter
100.109.1c	CHILD CARE LICENSING	Child Maltreatment Record Checks	The following persons shall be required to have their background reviewed through an Arkansas Child Maltreatment Central Registry Check. Prospective employees who have not lived in the State of Arkansas during the preceding five (5) years will be subject to current federal guidelines regarding conducting a child maltreatment background check in any states where they resided during the past five (5) years.	All volunteers, therapists, and student observers, who Prior to providing services or participating in have routine contact with children center activities and every two (2) years thereafter
100.109.1d	CHILD CARE LICENSING	Child Maltreatment Record Checks	The following persons shall be required to have their background reviewed through an Arkansas Child Maltreatment Central Registry Check. Prospective employees who have not lived in the State of Arkansas during the preceding five (5) years will be subject to current federal guidelines regarding conducting a child maltreatment background check in any states where they resided during the past five (5) years.	Administrative staff and members of the Board of At application and when changes occur with Directors who have supervisory or disciplinary control administrative staff or Board members, and over children or who have routine contact with every two (2) years thereafter children
100.109.2	CHILD CARE LICENSING	Child Maltreatment Record Checks	If a complaint of child maltreatment is filed against any owner, operator, staff or other person in a child care center, the Child Care Licensing Specialist shall evaluate the risk to children and determine the suitability of the person(s) to supervise, be left alone with children, have disciplinary control over children, or remain in the center during hours of care until the allegations have been determined true or unsubstantiated. (Pending the evaluation of risk to children by the Child Care Licensing Unit, the person(s) alleged shall not be left alone with children.)	
100.109.3	CHILD CARE LICENSING	Child Maltreatment Record Checks	If corrective action is appropriate, the facility shall require all staff members who have had a founded report of child maltreatment to follow the corrective action plan specified by the Child Care Licensing Unit. Corrective action measures may vary from relevant training to reassignment or termination. Failure to comply with corrective action plans may constitute grounds for adverse action against the Licensee.	

Regulation #	Regulation Description	Regulation Sub-Description	Regulation	Sub-Regulation
100.109.4	CHILD CARE LICENSING	Child Maltreatment Record Checks	The statewide Child Maltreatment Hot Line" and the Child Care Licensing Central Office number shall be posted in a conspicuous place in the child care facility. The "Hot Line" number is 1-800-482-5964 and the Licensing Central Office number is (501) 682-8590 or toll free 1-800-445-3316."	
100.110.10	CHILD CARE LICENSING	FBI Criminal Records Check	If approved, the waiver is not transferable to another licensed facility.	
100.110.11	CHILD CARE LICENSING	FBI Criminal Records Check	Anyone employed in a licensed center, Church Operated Exempt (COE) center, Licensed Child Care Family Home, or a Registered Child Care Family Home prior to 09/01/2009 with a clear background check history may remain eligible for employment unless the employee had a conviction, plead guilty, or plead nolo contendere to an offense listed in the above section (Section 110.6) since 09/01/2009.	
100.110.1a	CHILD CARE LICENSING	FBI Criminal Records Check	The following persons shall apply to the Identification Bureau of the Arkansas State Police for a nationwide criminal record check, to be conducted by the Federal Bureau of Investigation (FBI), which shall include a fingerprint check: (The individual is responsible for the cost of a nationwide check. Each request must be accompanied by a check or money order made out to the Arkansas State Police.) Fingerprints submitted will be used to check the criminal history records of the FBI. Individuals with results showing a prohibited offense shall be advised to contact the Licensing Unit for procedures to obtain the results and for procedures to update or make corrections to the record of their individual history.	Each applicant to own or operate a child care facility At initial application and every five (5) years thereafter
100.110.1b	CHILD CARE LICENSING	FBI Criminal Records Check	The following persons shall apply to the Identification Bureau of the Arkansas State Police for a nationwide criminal record check, to be conducted by the Federal Bureau of Investigation (FBI), which shall include a fingerprint check: (The individual is responsible for the cost of a nationwide check. Each request must be accompanied by a check or money order made out to the Arkansas State Police.) Fingerprints submitted will be used to check the criminal history records of the FBI. Individuals with results showing a prohibited offense shall be advised to contact the Licensing Unit for procedures to obtain the results and for procedures to update or make corrections to the record of their individual history.	Direct care staff or staff with routine contact with children Prior to employment and every five (5) years thereafter
100.110.1c	CHILD CARE LICENSING	FBI Criminal Records Check	The following persons shall apply to the Identification Bureau of the Arkansas State Police for a nationwide criminal record check, to be conducted by the Federal Bureau of Investigation (FBI), which shall include a fingerprint check: (The individual is responsible for the cost of a nationwide check. Each request must be accompanied by a check or money order made out to the Arkansas State Police.) Fingerprints submitted will be used to check the criminal history records of the FBI. Individuals with results showing a prohibited offense shall be advised to contact the Licensing Unit for procedures to obtain the results and for procedures to update or make corrections to the record of their individual history.	Administrative persons who have direct contact with children Prior to employment and every five (5) years thereafter
100.110.1d	CHILD CARE LICENSING	FBI Criminal Records Check	The following persons shall apply to the Identification Bureau of the Arkansas State Police for a nationwide criminal record check, to be conducted by the Federal Bureau of Investigation (FBI), which shall include a fingerprint check: (The individual is responsible for the cost of a nationwide check. Each request must be accompanied by a check or money order made out to the Arkansas State Police.) Fingerprints submitted will be used to check the criminal history records of the FBI. Individuals with results showing a prohibited offense shall be advised to contact the Licensing Unit for procedures to obtain the results and for procedures to update or make corrections to the record of their individual history.	Therapists, volunteers, or other persons who have supervisory control, disciplinary control over children, or are left alone with children Prior to providing services or participating in center activities and every five (5) years thereafter
100.110.2a	CHILD CARE LICENSING	FBI Criminal Records Check	Arkansas State Police Criminal Background Check The following persons shall be required to have their background reviewed through a fingerprint criminal records check (which includes the Arkansas Sexual Offender Registry) conducted by the Arkansas State Police. A prospective staff member may not begin work until the Arkansas State Police criminal record check result has been returned as satisfactory. Following receipt of the satisfactory result, this individual must be supervised at all times, pending completion of all of the required background check components, by a staff member who has successfully completed all required background checks. A National Sexual Offender Registry check will also be conducted on prospective employees. Prospective employees who have not lived in the State of Arkansas during the preceding five (5) years will be subject to current federal guidelines regarding conducting a criminal background check and sexual offender registry check in any states where they resided during the past five (5) years.	Each applicant to own or operate a child care facility At application and every five (5) years thereafter
100.110.2b	CHILD CARE LICENSING	FBI Criminal Records Check	Arkansas State Police Criminal Background Check The following persons shall be required to have their background reviewed through a fingerprint criminal records check (which includes the Arkansas Sexual Offender Registry) conducted by the Arkansas State Police. A prospective staff member may not begin work until the Arkansas State Police criminal record check result has been returned as satisfactory. Following receipt of the satisfactory result, this individual must be supervised at all times, pending completion of all of the required background check components, by a staff member who has successfully completed all required background checks. A National Sexual Offender Registry check will also be conducted on prospective employees. Prospective employees who have not lived in the State of Arkansas during the preceding five (5) years will be subject to current federal guidelines regarding conducting a criminal background check and sexual offender registry check in any states where they resided during the past five (5) years.	Staff and applicants for employment in a child care facility Prior to employment and every five (5) years thereafter

Regulation #	Regulation Description	Regulation Sub-Description	Regulation	Sub-Regulation
100.110.2c	CHILD CARE LICENSING	FBI Criminal Records Check	Arkansas State Police Criminal Background Check The following persons shall be required to have their background reviewed through a fingerprint criminal records check (which includes the Arkansas Sexual Offender Registry) conducted by the Arkansas State Police. A prospective staff member may not begin work until the Arkansas State Police criminal record check result has been returned as satisfactory. Following receipt of the satisfactory result, this individual must be supervised at all times, pending completion of all of the required background check components, by a staff member who has successfully completed all required background checks. A National Sexual Offender Registry check will also be conducted on prospective employees. Prospective employees who have not lived in the State of Arkansas during the preceding five (5) years will be subject to current federal guidelines regarding conducting a criminal background check and sexual offender registry check in any states where they resided during the past five (5) years.	Administrative persons who have direct contact with children Prior to employment and every five (5) years thereafter
100.110.2d	CHILD CARE LICENSING	FBI Criminal Records Check	Arkansas State Police Criminal Background Check The following persons shall be required to have their background reviewed through a fingerprint criminal records check (which includes the Arkansas Sexual Offender Registry) conducted by the Arkansas State Police. A prospective staff member may not begin work until the Arkansas State Police criminal record check result has been returned as satisfactory. Following receipt of the satisfactory result, this individual must be supervised at all times, pending completion of all of the required background check components, by a staff member who has successfully completed all required background checks. A National Sexual Offender Registry check will also be conducted on prospective employees. Prospective employees who have not lived in the State of Arkansas during the preceding five (5) years will be subject to current federal guidelines regarding conducting a criminal background check and sexual offender registry check in any states where they resided during the past five (5) years.	Therapists or other persons who have supervisory or disciplinary control over children, or are left alone with children Prior to providing services or participating in center activities and every five (5) years thereafter
100.110.3	CHILD CARE LICENSING	FBI Criminal Records Check	Criminal records will be returned to the division for review. Any charge or convictions listed in this section (Section 110) that are returned will be considered regardless of whether the record is expunged, pardoned, or otherwise sealed.	
100.110.401	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are permanently prohibited:	Abuse of an endangered or impaired person, if felony, § 5-28-103;
100.110.402	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are permanently prohibited:	Arson, § 5-38-301;
100.110.403	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are permanently prohibited:	Capital Murder, § 5-10-101;
100.110.404	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are permanently prohibited:	Endangering the welfare of an incompetent person in the first degree, § 5-27-201;
100.110.405	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are permanently prohibited:	Kidnapping, § 5-11-102;
100.110.406	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are permanently prohibited:	Murder in the first degree, § 5-10-102;
100.110.407	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are permanently prohibited:	Murder in the second degree, § 5-10-103;
100.110.408	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are permanently prohibited:	Rape, § 5-14-103;
100.110.409	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are permanently prohibited:	Sexual assault in the first degree, § 5-14-124;
100.110.410	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are permanently prohibited:	Sexual assault in the second degree, § 5-14-125;

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100.110.501	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are prohibited:	Criminal attempt to commit any offenses; § 5-3-201;
100.110.502	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are prohibited:	Criminal complicity to commit any offenses; § 5-3-202;
100.110.503	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are prohibited:	Criminal conspiracy to commit any offenses; § 5-3-401;
100.110.504	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are prohibited:	Criminal solicitation, to commit any offenses; § 5-3-301;
100.110.505	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are prohibited:	Assault in the first, second, or third degree; §§ 5-13-205 to -207;
100.110.506	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are prohibited:	Aggravated assault; § 5-13-204;
100.110.507	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are prohibited:	Aggravated assault on a family or household member, § 5-26-306;
100.110.508	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are prohibited:	Battery in the first, second, or third degree, §§ 5-13-201 to -203;
100.110.509	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are prohibited:	Breaking or entering, § 5-39-202;
100.110.510	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are prohibited:	Burglary, § 5-39-201;
100.110.511	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are prohibited:	Coercion, § 5-13-208;
100.110.512	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are prohibited:	Computer crimes against minors, § 5-27-601 et seq.;
100.110.513	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are prohibited:	Contributing to the delinquency of a juvenile, § 5-27-220;
100.110.514	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are prohibited:	Contributing to the delinquency of a minor, § 5-27-209;
100.110.515	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are prohibited:	Criminal Impersonation, § 5-37-208;
100.110.516	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are prohibited:	Criminal use of a prohibited weapon, § 5-73-104;

Regulation #	Regulation Description	Regulation Sub-Description	Regulation	Sub-Regulation
100.110.517	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are prohibited:	Communicating a death threat concerning a school employee or students: § 5-17-101;
100.110.518	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are prohibited:	Domestic battery in the first, second, or third degree, §§ 5-26-303 to -305;
100.110.519	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are prohibited:	Employing or consenting to the use of a child in a sexual performance, § 5-27-401;
100.110.520	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are prohibited:	Endangering the welfare of a minor in the second degree, §§ 5-27-205 to -206;
100.110.521	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are prohibited:	Endangering the welfare of an incompetent person in the first or second degree, § 5-27-202;
100.110.522	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are prohibited:	Engaging children in sexually explicit conduct for use in visual or print media, § 5-27-303;
100.110.523	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are prohibited:	False imprisonment in the first or second degree, §§ 5-11-103 to -104;
100.110.524	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are prohibited:	Felony abuse of an endangered or impaired person, § 5-28-103;
100.110.525	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are prohibited:	Felony interference with a law enforcement officer, § 5-54-104;
100.110.526	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are prohibited:	Felony violation of the Uniform Controlled Substance Act, § 5-64-101 et seq.;
100.110.527	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are prohibited:	Financial identity fraud, § 5-37-227;
100.110.528	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are prohibited:	Forgery, §5-37-201;
100.110.529	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are prohibited:	Incest, § 5-26-202;
100.110.530	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are prohibited:	Interference with court ordered custody, § 5-26-502;
100.110.531	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are prohibited:	Interference with visitation, § 5-26-501;
100.110.532	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are prohibited:	Introduction of controlled substance into the body of another person, § 5-13-210;

Regulation #	Regulation Description	Regulation Sub-Description	Regulation	Sub-Regulation
100.110.533	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are prohibited:	Manslaughter, § 5-10-104;
100.110.534	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are prohibited:	Negligent homicide, § 5-10-105;
100.110.535	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are prohibited:	Obscene performance at a live public show, § 5-68-305;
100.110.536	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are prohibited:	Offense of cruelty to animals, § 5-62-103;
100.110.537	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are prohibited:	Offense of aggravated cruelty to dog, cat, or horse, § 5-62-104;
100.110.538	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are prohibited:	Pandering or possessing visual or print medium depicting sexually explicit conduct involving a child, § 5-27-304;
100.110.539	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are prohibited:	Sexual solicitation, § 5-70-103;
100.110.540	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are prohibited:	Permanent detention or restraint, § 5-11-106;
100.110.541	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are prohibited:	Permitting abuse of a minor, § 5-27-221;
100.110.542	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are prohibited:	Producing, directing, or promoting a sexual performance by a child, § 5-27-403;
100.110.543	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are prohibited:	Promoting obscene materials, § 5-68-303;
100.110.544	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are prohibited:	Promoting obscene performance, § 5-68-304;
100.110.545	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are prohibited:	Promoting prostitution in the first, second, or third degree, §§ 5-70-104 to -106;
100.110.546	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are prohibited:	Prostitution, § 5-70-102;
100.110.547	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are prohibited:	Public display of obscenity, § 5-68-205;
100.110.548	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are prohibited:	Resisting arrest, § 5-54-103;

Regulation #	Regulation Description	Regulation Sub-Description	Regulation	Sub-Regulation
100.110.549	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are prohibited:	Robbery, § 5-12-102;
100.110.550	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are prohibited:	Aggravated robbery, § 5-12-103;
100.110.551	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are prohibited:	Sexual offenses, § 5-14-101 et seq.;
100.110.552	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are prohibited:	Simultaneous possession of drugs and firearms, § 5-74-106;
100.110.553	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are prohibited:	Soliciting money or property from incompetents, § 5-27-229;
100.110.554	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are prohibited:	Stalking, § 5-71-229;
100.110.555	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are prohibited:	Terroristic act, § 5-13-310;
100.110.556	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are prohibited:	Terroristic threatening, § 5-13-301;
100.110.557	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are prohibited:	Theft by receiving, § 5-36-106;
100.110.558	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are prohibited:	Theft of property, § 5-36-103;
100.110.559	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are prohibited:	Theft of services, § 5-36-104;
100.110.560	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are prohibited:	Transportation of minors for prohibited sexual conduct, § 5-27-305;
100.110.561	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are prohibited:	Unlawful discharge of a firearm from a vehicle, § 5-74-107; and
100.110.562	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are prohibited:	Voyeurism, § 5-16-102.
100.110.6a	CHILD CARE LICENSING	FBI Criminal Records Check	Any person who has pleaded guilty, nolo contendere, or who has been found guilty of any one (1) of the offenses listed above (Section 110.5), may not work in child care unless:	The date of the conviction, plea of guilty, or nolo contendere for a misdemeanor offense is at least five (5) years from the date of the request for the criminal history records check and there have been no criminal convictions or pleas of guilty or nolo contendere of any type or nature during the five (5) year period preceding the background check request; or
100.110.6b	CHILD CARE LICENSING	FBI Criminal Records Check	Any person who has pleaded guilty, nolo contendere, or who has been found guilty of any one (1) of the offenses listed above (Section 110.5), may not work in child care unless:	The date of the conviction, plea of guilty or nolo contendere for a felony offense is at least more than ten (10) years from the date of the request for the criminal history records check and there have been no criminal convictions or pleas of guilty or nolo contendere of any type or nature during the ten (10) year period preceding the background check request.

Regulation #	Regulation Description	Regulation Sub-Description	Regulation	Sub-Regulation
100.110.7a	CHILD CARE LICENSING	FBI Criminal Records Check	The waiver will be revoked if after employment the individual pleads guilty or nolo contendere or is found guilty of any prohibited offense (including the list above a-i) or has a true or founded report of child maltreatment or adult maltreatment in a central registry.	Theft by receiving § 5-36-106;
100.110.7b	CHILD CARE LICENSING	FBI Criminal Records Check	The waiver will be revoked if after employment the individual pleads guilty or nolo contendere or is found guilty of any prohibited offense (including the list above a-i) or has a true or founded report of child maltreatment or adult maltreatment in a central registry.	Forgery § 5-37-201;
100.110.7c	CHILD CARE LICENSING	FBI Criminal Records Check	The waiver will be revoked if after employment the individual pleads guilty or nolo contendere or is found guilty of any prohibited offense (including the list above a-i) or has a true or founded report of child maltreatment or adult maltreatment in a central registry.	Financial identity fraud § 5-37-227;
100.110.7d	CHILD CARE LICENSING	FBI Criminal Records Check	The waiver will be revoked if after employment the individual pleads guilty or nolo contendere or is found guilty of any prohibited offense (including the list above a-i) or has a true or founded report of child maltreatment or adult maltreatment in a central registry.	Resisting arrest § 5-54-103;
100.110.7e	CHILD CARE LICENSING	FBI Criminal Records Check	The waiver will be revoked if after employment the individual pleads guilty or nolo contendere or is found guilty of any prohibited offense (including the list above a-i) or has a true or founded report of child maltreatment or adult maltreatment in a central registry.	Criminal impersonation in the second degree § 5-37-208(b);
100.110.7f	CHILD CARE LICENSING	FBI Criminal Records Check	The waiver will be revoked if after employment the individual pleads guilty or nolo contendere or is found guilty of any prohibited offense (including the list above a-i) or has a true or founded report of child maltreatment or adult maltreatment in a central registry.	Interference with visitation § 5-26-501;;
100.110.7g	CHILD CARE LICENSING	FBI Criminal Records Check	The waiver will be revoked if after employment the individual pleads guilty or nolo contendere or is found guilty of any prohibited offense (including the list above a-i) or has a true or founded report of child maltreatment or adult maltreatment in a central registry.	Interference with court-ordered visitation § 5-26-502;
100.110.7h	CHILD CARE LICENSING	FBI Criminal Records Check	The waiver will be revoked if after employment the individual pleads guilty or nolo contendere or is found guilty of any prohibited offense (including the list above a-i) or has a true or founded report of child maltreatment or adult maltreatment in a central registry.	Prostitution § 5-70-102; or
100.110.7i	CHILD CARE LICENSING	FBI Criminal Records Check	The waiver will be revoked if after employment the individual pleads guilty or nolo contendere or is found guilty of any prohibited offense (including the list above a-i) or has a true or founded report of child maltreatment or adult maltreatment in a central registry.	Patronizing a prostitute § 5-70-203.
100.110.8	CHILD CARE LICENSING	FBI Criminal Records Check	The waiver will be revoked if, after employment, the individual pleads guilty, or nolo contendere or is found guilty of any prohibited offense (including the list above a-i) or has a true or founded report of child maltreatment or adult maltreatment in a central registry..	
100.110.9	CHILD CARE LICENSING	FBI Criminal Records Check	The request for waiver and certification of approval shall be kept in the individual's file for the term of employment and three (3) years after termination of employment.	
200.201.1	ORGANIZATION AND ADMINISTRATION	Administrative Procedures	The Owner and Board of Directors shall be responsible for operating the facility and shall have final responsibility to ensure that the facility meets licensing requirements. Names, addresses, and telephone numbers of Board members shall be provided to the Licensing Specialist.	
200.201.2	ORGANIZATION AND ADMINISTRATION	Administrative Procedures	The facility shall provide a written procedure for reporting suspected child maltreatment. This procedure shall be followed, and a call made to the hotline whenever there is suspicion of child maltreatment (1-800-482-5964). These reports of child maltreatment shall include all allegations made to the Licensee by parents, staff members, or the general public. The Licensee should call Child Care Licensing for guidance if there is any question about whether or not the hotline should be called regarding any situation where potential child maltreatment is involved.	
200.201.3	ORGANIZATION AND ADMINISTRATION	Administrative Procedures	The facility shall provide a written procedure for reporting suspected licensing violations. Serious licensing violations shall be reported to the Licensing Unit. These include, but are not limited to, violations relating to transportation, inappropriate behavior guidance, leaving children unattended, or unsupervised, staff to child ratio violations, or any other violations that could imminently affect the health and safety of children.	
200.201.4	ORGANIZATION AND ADMINISTRATION	Administrative Procedures	Parents shall be informed in writing upon enrollment of their child that children may be subject to interviews by licensing staff, child maltreatment investigators, or law enforcement officials for the purpose of determining licensing compliance or for investigative purposes. Child interviews do not require parental notice or consent.	
200.201.5	ORGANIZATION AND ADMINISTRATION	Administrative Procedures	The facility shall provide a copy of the Kindergarten Readiness Skills Calendar or Checklist, prepared by the Arkansas Department of Education (ADE) (copies can be requested online, by phone, or by mail from the Department of Human Services (DHS), Division of Child Care and Early Childhood Education (DCCECE) Program Support Unit), to the parents of all three (3) and four (4) year old children enrolled. (Act 825 of 2003.) A statement signed by the parent that they have received a copy of the list shall be maintained in the child's record.	
300.301.1	PERSONNEL	Staff to Child Ratio	A Licensee shall not have more children in care at any one time than the maximum specified on the license.	
300.301.10	PERSONNEL	Staff to Child Ratio	Developmental Disabilities Services (DDS) staff to child ratios shall be maintained during DDS program hours in all facilities that are licensed or certified by both Child Care Licensing and DDS.	
300.301.11	PERSONNEL	Staff to Child Ratio	Additional staff provisions shall be made for enrollment of children with disabilities who require individual attention.	
300.301.12	PERSONNEL	Staff to Child Ratio	During naptime for children two and one-half (2 ½) years of age and above, a minimum of fifty percent (50%) of the staff shall remain with the children, with a total of seventy-five percent (75%) of the staff remaining in the building.	

Regulation #	Regulation Description	Regulation Sub-Description	Regulation	Sub-Regulation
300.301.13	PERSONNEL	Staff to Child Ratio	Group size shall be limited to two (2) times the number of children allowed with one (1) staff member. This does not apply to periodic or special group activities. (Existing structures licensed prior to November 1, 2002 are exempt from this requirement. However, any expansions, additions, or any newly licensed structures effective November 1, 2002 shall be in compliance.)	
300.301.14	PERSONNEL	Staff to Child Ratio	For ages two and one-half (2 ½) and above, ratios may be exceeded momentarily as long as children are never left unattended and at least one (1) staff member remains in the classroom with the children. (This would apply to situations such as brief absences for bathroom breaks or to take a sick or injured child to the Director's office.)	
300.301.2a	PERSONNEL	Staff to Child Ratio	The following staff child ratios shall be maintained: Ages of Children Number of Staff Number of Children	Ages of Children: Birth – 18 months Number of Staff: 1 Number of Children: 5
300.301.2b	PERSONNEL	Staff to Child Ratio	The following staff child ratios shall be maintained: Ages of Children Number of Staff Number of Children	Ages of Children: 18 months – 36 months Number of Staff: 1 Number of Children: 8
300.301.2c	PERSONNEL	Staff to Child Ratio	The following staff child ratios shall be maintained: Ages of Children Number of Staff Number of Children	Ages of Children: 2 ½ - 3 years Number of Staff: 1 Number of Children: 12
300.301.2d	PERSONNEL	Staff to Child Ratio	The following staff child ratios shall be maintained: Ages of Children Number of Staff Number of Children	Ages of Children: 4 years Number of Staff: 1 Number of Children: 15
300.301.2e	PERSONNEL	Staff to Child Ratio	The following staff child ratios shall be maintained: Ages of Children Number of Staff Number of Children	Ages of Children: 5 years to Kindergarten Number of Staff: 1 Number of Children: 18
300.301.2f	PERSONNEL	Staff to Child Ratio	The following staff child ratios shall be maintained: Ages of Children Number of Staff Number of Children	Ages of Children: Kindergarten and above Number of Staff: 1 Number of Children: 18
300.301.3	PERSONNEL	Staff to Child Ratio	Children ages thirty (30) to thirty-six (36) months may be placed in the group most suited to their social, emotional, and developmental maturity.	
300.301.4	PERSONNEL	Staff to Child Ratio	Infants and toddlers shall not be mixed with preschool children, except as listed in the following requirement.	
300.301.5a	PERSONNEL	Staff to Child Ratio	When a total of eight (8) or fewer children are in care at a licensed site, age groups may be mixed according to the following ratios: Number of Staff Number of Children Ages of Children	1 6 No more than 3 under the age of 2 years
300.301.5b	PERSONNEL	Staff to Child Ratio	When a total of eight (8) or fewer children are in care at a licensed site, age groups may be mixed according to the following ratios: Number of Staff Number of Children Ages of Children	1 7 No more than 2 under the age of 2 years
300.301.5c	PERSONNEL	Staff to Child Ratio	When a total of eight (8) or fewer children are in care at a licensed site, age groups may be mixed according to the following ratios: Number of Staff Number of Children Ages of Children	1 8 No more than 1 under the age of 2 years
300.301.6	PERSONNEL	Staff to Child Ratio	In a group containing children of different ages, the staff to child ratio shall meet the requirements for the youngest child in the group.	
300.301.7	PERSONNEL	Staff to Child Ratio	During lunch or outdoor play activities, if children of different age groups are together, the staff to child ratio for the respective age groups shall be maintained.	
300.301.8	PERSONNEL	Staff to Child Ratio	At no time shall children be left unsupervised or unattended. The child care center shall provide additional staff for any temporary absence of primary child caring staff for activities such as breaks, meal preparation, transportation, etc.	
300.301.9	PERSONNEL	Staff to Child Ratio	The use of cell phones by staff while supervising children shall be prohibited except in emergency situations.	
300.302.1a	PERSONNEL	Director	There shall be a director or assistant director or site supervisor who shall be responsible for:	Administering, planning, managing, and controlling the daily activities of the center;
300.302.1b	PERSONNEL	Director	There shall be a director or assistant director or site supervisor who shall be responsible for:	Ensuring that the facility meets licensing requirements;
300.302.1c	PERSONNEL	Director	There shall be a director or assistant director or site supervisor who shall be responsible for:	Ensuring the health and safety of children; and
300.302.1d	PERSONNEL	Director	There shall be a director or assistant director or site supervisor who shall be responsible for:	Providing prudent supervision of all staff and volunteers.
300.302.2a	PERSONNEL	Director	Directors shall be twenty-one (21) years of age or older, and provide documentation of one (1) of the following educational levels:	Bachelor's Degree or higher Degree in Early Childhood, Child Development, or a related field from a regionally accredited college or university. (Determination of "related field" shall be made by the Division);
300.302.2b	PERSONNEL	Director	Directors shall be twenty-one (21) years of age or older, and provide documentation of one (1) of the following educational levels:	Bachelor's Degree in a non-related field from a regionally accredited college or university plus one (1) of the following: • Four (4) years of experience in early childhood education; • Child Development Associate Credential (CDA); or • Birth – Pre-K Credential.
300.302.2c	PERSONNEL	Director	Directors shall be twenty-one (21) years of age or older, and provide documentation of one (1) of the following educational levels:	Associate degree in Early Childhood, Child Development, or a related field, plus six (6) years of experience in Early Childhood Education; or
300.302.2d	PERSONNEL	Director	Directors shall be twenty-one (21) years of age or older, and provide documentation of one (1) of the following educational levels:	Eight (8) years of experience in Early Childhood Education and completion of one (1) of the following, within two (2) years of employment: • Child Development Associate Credential; • Birth – Pre-K Credential; • Director's Credential or the equivalent; or • Technical Certificate in Early Childhood Education.
300.302.3	PERSONNEL	Director	A Director, Assistant Director or Site Supervisor who meets director qualifications, must be present at each licensed site a minimum of fifty percent (50%) of the center's primary operational day, on a routine basis.	
300.302.4	PERSONNEL	Director	When the Director and Assistant Director or Site Supervisor are both away from the center, there shall be a person in charge who shall have the ability and authority to carry out daily operations. The person in charge shall be twenty-one (21) years of age or older.	
300.302.5	PERSONNEL	Director	All new Directors and Assistant Directors or Site Supervisors shall attend New Directors Orientation, Program Administration Scale (PAS), and Environment Rating Scale (ERS) training (or other approved tools that are considered equivalent) in the states Quality Rating and Improvement System (QRIS) within six (6) months of employment. This is an orientation class sponsored by the Division. Proof of attendance shall be maintained in the Director's file.	
300.302.6	PERSONNEL	Director	Directors and Assistant Directors or Site Supervisors shall obtain fifteen (15) clock hours in early childhood education each year. Training shall be registered with the Division of Child Care and Early Childhood Education (DCCECE) Professional Development Registry, or Department of Education, or Department of Higher Education approved. Documentation of training shall be maintained and available for review.	
300.302.7a	PERSONNEL	Director	Topics appropriate for continuing early childhood education shall include, but are not limited to the following:	Child growth and development;

Regulation #	Regulation Description	Regulation Sub-Description	Regulation	Sub-Regulation
300.302.7b	PERSONNEL	Director	Topics appropriate for continuing early childhood education shall include, but are not limited to the following:	Nutrition and food service;
300.302.7c	PERSONNEL	Director	Topics appropriate for continuing early childhood education shall include, but are not limited to the following:	Parent communication and involvement;
300.302.7d	PERSONNEL	Director	Topics appropriate for continuing early childhood education shall include, but are not limited to the following:	Curriculum development and implementation;
300.302.7e	PERSONNEL	Director	Topics appropriate for continuing early childhood education shall include, but are not limited to the following:	Developmentally appropriate practice and learning environments;
300.302.7f	PERSONNEL	Director	Topics appropriate for continuing early childhood education shall include, but are not limited to the following:	Behavior guidance and positive interaction;
300.302.7g	PERSONNEL	Director	Topics appropriate for continuing early childhood education shall include, but are not limited to the following:	Emergency care and first aid; and
300.302.7h	PERSONNEL	Director	Topics appropriate for continuing early childhood education shall include, but are not limited to the following:	Program planning, management, and leadership of early childhood programs. See Division website for a list of courses for which the Division maintains contracts to meet the above requirements.
300.302.8	PERSONNEL	Director	The Licensee shall notify the Licensing Unit of any change in the person named as Director or Assistant Director or Site Supervisor within five (5) calendar days.	
300.303.1	PERSONNEL	Staff Requirements	A person shall be considered a staff member if they have disciplinary or supervisory control over children, is left alone with children at any time, or is counted in the staff to child ratio, regardless of whether or not they are paid by the facility.	
300.303.2a	PERSONNEL	Staff Requirements	Staff members in a child care center shall be eighteen (18) years of age or older. Exceptions may be allowed for individuals sixteen (16) or seventeen (17) years of age to work in a center if they meet all of the following criteria:	The individual shall not have disciplinary control over children;
300.303.2b	PERSONNEL	Staff Requirements	Staff members in a child care center shall be eighteen (18) years of age or older. Exceptions may be allowed for individuals sixteen (16) or seventeen (17) years of age to work in a center if they meet all of the following criteria:	The individual shall not be left alone with children at any time;
300.303.2c	PERSONNEL	Staff Requirements	Staff members in a child care center shall be eighteen (18) years of age or older. Exceptions may be allowed for individuals sixteen (16) or seventeen (17) years of age to work in a center if they meet all of the following criteria:	The individual shall be under the direct supervision of an adult staff member at all times;
300.303.2d	PERSONNEL	Staff Requirements	Staff members in a child care center shall be eighteen (18) years of age or older. Exceptions may be allowed for individuals sixteen (16) or seventeen (17) years of age to work in a center if they meet all of the following criteria:	The individual shall meet all other staff requirements; and
300.303.2e	PERSONNEL	Staff Requirements	Staff members in a child care center shall be eighteen (18) years of age or older. Exceptions may be allowed for individuals sixteen (16) or seventeen (17) years of age to work in a center if they meet all of the following criteria:	The individual shall be enrolled in a high school or General Education Diploma (GED) curriculum.
300.303.3	PERSONNEL	Staff Requirements	All staff members who work directly with children shall have a high school diploma or GED.	
300.303.4	PERSONNEL	Staff Requirements	All staff members who work directly with children shall obtain at least fifteen (15) hours of training each year in continuing Early Childhood Education. This training shall be registered with the Division of Child Care and Early Childhood Education (DCCECE) Professional Development Registry, Department of Education, or Department of Higher Education approved and shall be geared toward the age group they spend the majority of their time with.	
300.303.5	PERSONNEL	Staff Requirements	All staff members caring for children shall be able to perform necessary job functions.	
300.303.6	PERSONNEL	Staff Requirements	Staff shall not engage in behavior that could be viewed as sexual, dangerous, exploitative, or physically harmful to children. A caregiver shall not use profanity or speak in an abusive manner when children are present.	
300.303.7	PERSONNEL	Staff Requirements	No caregiver shall consume or be under the influence of illegal drugs. A drug test may be required if there is reasonable cause to suspect violation of this requirement and the issue cannot otherwise be resolved. No caregiver shall consume or be under the influence of alcohol while delivering care. No caregiver shall consume or be under the influence of medications (prescription or non-prescription) which impair their ability to provide care.	
300.304.1	PERSONNEL	Volunteers	Volunteers are those individuals who have routine contact with children and assist staff in the facility. If they are left alone with children, considered in the staff to child ratios, or given supervisory or disciplinary control over children, they shall be considered staff and must meet the requirements for personnel (Section 300) and staff requirements (Section 303).	
300.304.2	PERSONNEL	Volunteers	All volunteers in a child care center shall be eighteen (18) years of age or older unless the volunteer is under the direct supervision of the director, assistant director, or site supervisor and has been approved on an individual basis by the Child Care Licensing Unit.	
300.304.3	PERSONNEL	Volunteers	Volunteers who have routine contact with children shall have on file a child maltreatment Central Registry check. An exception shall be given to parents who volunteer on field trips but are not left alone with children. Child maltreatment Central Registry checks for volunteers under eighteen (18) years of age must include a parent's signature.	
300.304.4	PERSONNEL	Volunteers	Individuals who provide health services or program enrichment activities on a limited basis are not considered volunteers. The facility shall retain a register of such persons listing name, organization, address, telephone number, date, and time in the center. (Note: This section does not apply to therapists or others who have routine contact with children. Therapists who are not left alone with children are required to have child maltreatment background checks. Therapists who are left alone with children at any time are subject to all background checks required for personnel. The therapist is entitled to a copy of the initial background and maltreatment check results and may share a copy with other facilities in which the therapist may be working.)	

Regulation #	Regulation Description	Regulation Sub-Description	Regulation	Sub-Regulation
300.305.1	PERSONNEL	Student Observers	Students visiting the center on a regular or periodic basis to observe classroom activities, or for similar purposes, shall not be counted in the staff to child ratio, shall not have disciplinary control over children, and shall not be left alone with children. These individuals shall have a child maltreatment background check on file.	
300.305.2	PERSONNEL	Student Observers	Students that are conducting practicum, student teaching, or working in the same capacity as a staff member or volunteer must meet the criteria in the appropriate section. (Sections 303 and 304).	
300.306.1	PERSONNEL	Professional Development	All directors, site supervisors, and staff who provide direct care to children shall be registered with the Division of Child Care and Early Childhood Education (DCCECE) Professional Development Registry within thirty (30) days of hire and all training shall be registered with DCCECE Professional Development Registry or Department of Education or Department of Higher Education approved.	
300.306.2	PERSONNEL	Professional Development	All new staff shall have a probationary period of at least thirty (30) days, but not more than six (6) months, during which they are closely supervised, mentored, and evaluated. Evaluations shall be documented and maintained in the employee file.	
300.306.3	PERSONNEL	Professional Development	All new staff members who provide direct care to children shall receive a basic orientation on facility management policies, The Minimum Licensing Requirements, center schedules, and emergency procedures prior to providing care. This shall be documented in the employee file.	
300.306.401	PERSONNEL	Professional Development	All new staff, including volunteers who are counted in the ratios, shall receive the following orientation within three (3) months of employment (and every three (3) years thereafter) and shall not be left alone with children until this is completed.	Introduction (eight (8) clock hours) a. Proper supervision of children; b. Behavioral guidance practices; c. Safe sleep practices for infants; d. Shaken baby syndrome; which includes prevention (Carter's Law, Act 1208); e. Appropriately responding to a crying or fussy infant or child; f. Emergency procedures in the event of severe weather, or fire, including evacuation procedures and routes, and location and use of fire extinguishers; g. Mandated reporter training; h. Administering medication; i. Caring for children with special needs or care plans; j. Transportation and car seat safety; k. Policies regarding release of children to authorized individuals; l. Prevention and control of infectious diseases; m. Building and physical premises safety, including the identification of, and protection from, hazards, bodies of water, and vehicular traffic; n. Nutrition and physical activities; o. Prevention and response to food sensitivities and allergic reactions; p. Basic child development; and q. The handling and storage of hazardous materials and the appropriate disposal of bio contaminants. See Division website for a list of courses, that the Division maintains contracts for, which meet the above requirements.
300.306.402	PERSONNEL	Professional Development	All new staff, including volunteers who are counted in the ratios, shall receive the following orientation within three (3) months of employment (and every three (3) years thereafter) and shall not be left alone with children until this is completed.	All staff shall have fifteen (15) hours of job specific training each year, including child development training, for the ages of children they work with. This shall be training focused on their job responsibilities, such as "Hands on Routine Care" for infants, or "Basics of Assessment" for preschool staff. See Division website for a list of courses, that the Division maintains contracts for, which meet the above requirements.
300.306.5a	PERSONNEL	Professional Development	The Director, Assistant Director or Site Supervisor, and fifty percent (50%) of the facility staff that are on site at any given time shall have a certificate of successful completion of first aid and Cardiopulmonary Resuscitation (CPR) from an approved organization. If the facility serves infants and toddlers, this training shall include infant and child CPR. (Infant and child CPR may be included in the basic course or in a separate course.)	The curriculum shall conform to current American Heart Association or American Red Cross guidelines;
300.306.5b	PERSONNEL	Professional Development	The Director, Assistant Director or Site Supervisor, and fifty percent (50%) of the facility staff that are on site at any given time shall have a certificate of successful completion of first aid and Cardiopulmonary Resuscitation (CPR) from an approved organization. If the facility serves infants and toddlers, this training shall include infant and child CPR. (Infant and child CPR may be included in the basic course or in a separate course.)	The curriculum shall require hands on, skill-based instruction as well as practical testing. Training and certification that is provided solely online will not be accepted; and
300.306.5c	PERSONNEL	Professional Development	The Director, Assistant Director or Site Supervisor, and fifty percent (50%) of the facility staff that are on site at any given time shall have a certificate of successful completion of first aid and Cardiopulmonary Resuscitation (CPR) from an approved organization. If the facility serves infants and toddlers, this training shall include infant and child CPR. (Infant and child CPR may be included in the basic course or in a separate course.)	The instructor shall be qualified and authorized to teach the curriculum and shall be certified by a nationally recognized organization. (Including but not limited to: Health and Safety Institute; Emergency Medical Services (EMS) Safety Services, Inc.)
400.401.1	PROGRAMS	Program Requirements for all ages	Each child care center shall be equipped with supplies, resources, and indoor and outdoor equipment to take care of the needs of the total group and to provide each child with a variety of activities throughout the day.	
400.401.10	PROGRAMS	Program Requirements for all ages	Parents shall not be denied access to their child at any time during hours of operation. (Clarification: The intent of this rule is to ensure that the parent(s) or guardian(s) is able to have contact with his or her child during hours of care. It is not intended to be a determining factor in child custody or visitation matters, nor should it be used to circumvent court ordered custody, visitation rights, or schedules. Facilities should encourage parents to resolve custody or visitation issues outside of the care environment. Parents should be informed that continuing problems could result in the dismissal of their child).	

Regulation #	Regulation Description	Regulation Sub-Description	Regulation	Sub-Regulation
400.401.11	PROGRAMS	Program Requirements for all ages	Each center is required to provide at least four (4) Division approved opportunities for parental involvement. Examples of approved activities are listed below. (See Arkansas Better Beginnings website for resources. www.arbetterbeginnings.com) <ul style="list-style-type: none"> • Parents are allowed to observe, eat lunch with a child, or volunteer in the classroom. • Conferences are held at least once a year and at other times, as needed, to discuss children's development and learning. • A parent resource area is available with books, pamphlets, or articles on parenting and child development. • Parent meetings are held with guest speakers or special events, for example, open house or a family activity night. • Parents are informed of the center's programs and activities through a parents' bulletin board, regular newsletter, email, or web page. • Parents participate in program and policy development through board involvement, planning meetings, or questionnaires and surveys. 	
400.401.12	PROGRAMS	Program Requirements for all ages	The facility shall distribute materials developed or approved by the Department of Health on prevention of Shaken Baby Syndrome to all parents of infants, upon enrollment. Written documentation of receipt of this information by each parent, with a signature, shall be placed in the child's file. (Carter's Law, Act 1208 of 2013)	
400.401.13a	PROGRAMS	Program Requirements for all ages	Staff shall not release a child to anyone who is not immediately recognized as the child's parent or as someone on the authorized pick-up list unless:	The individual can provide an official picture identification (ID); and
400.401.13b	PROGRAMS	Program Requirements for all ages	Staff shall not release a child to anyone who is not immediately recognized as the child's parent or as someone on the authorized pick-up list unless:	The person in charge can match the ID to the individual named on the child's data sheet.
400.401.14	PROGRAMS	Program Requirements for all ages	Verification of permission for persons not on the authorized list shall be obtained by the person in charge by calling the parent at a number listed in the child's record. The person in charge shall view an official picture ID of the individual to verify identity.	
400.401.15a	PROGRAMS	Program Requirements for all ages	There shall be a total of at least one (1) hour of outdoor play per day in suitable weather. When deciding if children should play outside, staff shall consider the following environmental factors:	When the heat index is forecast to be ninety (90) degrees Fahrenheit or above, outdoor play should be scheduled during early morning hours or the length of time spent outdoors should be reduced to avoid heat stress;
400.401.15b	PROGRAMS	Program Requirements for all ages	There shall be a total of at least one (1) hour of outdoor play per day in suitable weather. When deciding if children should play outside, staff shall consider the following environmental factors:	When outdoor play occurs during the hotter part of the day, children should have shaded area, an ample supply of water, and should be monitored closely for signs of heat stress; and
400.401.15c	PROGRAMS	Program Requirements for all ages	There shall be a total of at least one (1) hour of outdoor play per day in suitable weather. When deciding if children should play outside, staff shall consider the following environmental factors:	When outdoor play occurs during the winter months and when temperatures are extremely cold, the time scheduled for outdoor play should be reduced or suspended depending on the temperature and other weather conditions.
400.401.16a	PROGRAMS	Program Requirements for all ages	The use of television, Digital Versatile Disc (DVDs), video cassettes, computer or video games, and other screen time activities shall meet the following requirements:	Shall be prohibited for children younger than two (2) years of age (the use of DVDs or other video programs for any activities with this age group would have to be approved through an alternative compliance request);
400.401.16b	PROGRAMS	Program Requirements for all ages	The use of television, Digital Versatile Disc (DVDs), video cassettes, computer or video games, and other screen time activities shall meet the following requirements:	Shall be limited to programs of educational value which are age-appropriate;
400.401.16c	PROGRAMS	Program Requirements for all ages	The use of television, Digital Versatile Disc (DVDs), video cassettes, computer or video games, and other screen time activities shall meet the following requirements:	Shall be scheduled and shall not exceed one (1) hour daily per child or group of children. Children shall not be required to participate in screen time activities and shall be offered other choices. (Viewing time may be extended for special events or occasions such as a current event, holiday or birthday celebration, or for the occasional viewing of age appropriate movies, or other programs that may exceed one (1) hour in length); and
400.401.16d	PROGRAMS	Program Requirements for all ages	The use of television, Digital Versatile Disc (DVDs), video cassettes, computer or video games, and other screen time activities shall meet the following requirements:	Educational computer learning periods for children below five (5) years of age may not exceed two (2) hours a day per child or group of children. Educational computer learning periods for children five (5) years of age and older may exceed two (2) hours per day.
400.401.17	PROGRAMS	Program Requirements for all ages	Photos or video recordings shall not be made of any child without prior written permission from the child's parent or guardian.	
400.401.18	PROGRAMS	Program Requirements for all ages	Photos or video recordings of children shall not be placed on social media or any other websites without prior written parental permission.	
400.401.2a	PROGRAMS	Program Requirements for all ages	Children shall have a variety of toys, books, creative materials, and equipment that is easily accessible and arranged to support learning. This includes equipment for:	Large Muscle and Gross Motor activities (such as climbing and running); and
400.401.2b	PROGRAMS	Program Requirements for all ages	Children shall have a variety of toys, books, creative materials, and equipment that is easily accessible and arranged to support learning. This includes equipment for:	Manipulative and Fine Motor activities (such as things done with the hands: puzzles, drawing, and modeling clay).
400.401.3	PROGRAMS	Program Requirements for all ages	There shall be a written daily schedule posted in each classroom, listing developmentally appropriate activities for children. The program shall offer alternating periods of active play and quiet times throughout the day.	
400.401.4	PROGRAMS	Program Requirements for all ages	There shall be a total of thirty (30) minutes per day of moderate to vigorous physical activity. This could be included in outdoor play time if it meets this criterion. See Division website.	
400.401.5a	PROGRAMS	Program Requirements for all ages	Staff shall plan and provide experiences that meet children's needs and stimulate learning in the following developmental areas: physical, social and emotional, creative and aesthetic, cognitive and intellectual, and language, found in Arkansas's Learning Standards.	The facility shall have an approved curriculum with weekly activity plans appropriate for the developmental needs of each group of children. See Division web-site for a list of approved curricula;
400.401.5b	PROGRAMS	Program Requirements for all ages	Staff shall plan and provide experiences that meet children's needs and stimulate learning in the following developmental areas: physical, social and emotional, creative and aesthetic, cognitive and intellectual, and language, found in Arkansas's Learning Standards.	Each child is viewed by staff as a unique person with an individual pattern of growth and development;
400.401.5c	PROGRAMS	Program Requirements for all ages	Staff shall plan and provide experiences that meet children's needs and stimulate learning in the following developmental areas: physical, social and emotional, creative and aesthetic, cognitive and intellectual, and language, found in Arkansas's Learning Standards.	The center has a variety of learning areas, for example: areas for dramatic play, blocks, books, art, language, literacy, math, and science; and
400.401.5d	PROGRAMS	Program Requirements for all ages	Staff shall plan and provide experiences that meet children's needs and stimulate learning in the following developmental areas: physical, social and emotional, creative and aesthetic, cognitive and intellectual, and language, found in Arkansas's Learning Standards.	Children are provided opportunities to work individually or in small, informal groups most of the day and permitted to choose staff-directed, self-selected activities, or not to participate.

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400.401.6	PROGRAMS	Program Requirements for all ages	Facility staff shall avoid activities or experiences that may be damaging to children's self esteem and positive self-image.	
400.401.7a	PROGRAMS	Program Requirements for all ages	There shall be meaningful, positive interaction between staff and children, to include but not limited to the following:	Comfort children who are upset;
400.401.7b	PROGRAMS	Program Requirements for all ages	There shall be meaningful, positive interaction between staff and children, to include but not limited to the following:	Engage in frequent, multiple, and rich social interchanges such as smiling, conversation, touching, and singing;
400.401.7c	PROGRAMS	Program Requirements for all ages	There shall be meaningful, positive interaction between staff and children, to include but not limited to the following:	Interact with children by being their play partner as well as protector;
400.401.7d	PROGRAMS	Program Requirements for all ages	There shall be meaningful, positive interaction between staff and children, to include but not limited to the following:	Help children identify and label feelings by being attuned to children's needs;
400.401.7e	PROGRAMS	Program Requirements for all ages	There shall be meaningful, positive interaction between staff and children, to include but not limited to the following:	Communicate consistently with parents and guardians; and
400.401.7f	PROGRAMS	Program Requirements for all ages	There shall be meaningful, positive interaction between staff and children, to include but not limited to the following:	Interact with children and develop a relationship in the context of everyday routines.
400.401.8a	PROGRAMS	Program Requirements for all ages	There shall be an opportunity for a supervised rest period.	The supervised rest period shall be at least one (1) hour but shall not exceed two (2) hours; and
400.401.8b	PROGRAMS	Program Requirements for all ages	There shall be an opportunity for a supervised rest period.	If children do not fall asleep, they shall be allowed to participate in a quiet activity either on their cots, in the area, or in another room under direct supervision.
400.401.9	PROGRAMS	Program Requirements for all ages	There shall be sufficient lighting during nap time to provide adequate supervision of the children.	
400.402.1	PROGRAMS	Infant and Toddler Specific Program Requirements	The facility shall provide a safe and clean learning environment, both indoors and outdoors, with age appropriate materials, and equipment arranged to support learning.	
400.402.10	PROGRAMS	Infant and Toddler Specific Program Requirements	An age appropriate daily schedule (for each age group) shall be posted in each classroom and shall be accessible to parents and staff.	
400.402.2	PROGRAMS	Infant and Toddler Specific Program Requirements	Toys used by infants and toddlers shall be safe and sanitized as needed to help prevent the spread of contagious diseases. Toys that cannot be cleaned and sanitized shall not be used.	
400.402.3	PROGRAMS	Infant and Toddler Specific Program Requirements	Infants and toddlers, shall have a learning and play environment that shall include staff being on their level interacting with them frequently when they are awake.	
400.402.4a	PROGRAMS	Infant and Toddler Specific Program Requirements	The facility shall implement relationship-based practices that promote consistency. Infant and toddler caregivers and teachers shall:	Respond promptly to cries and calls of distress by verbally acknowledging, gently touching, and holding children;
400.402.4b	PROGRAMS	Infant and Toddler Specific Program Requirements	The facility shall implement relationship-based practices that promote consistency. Infant and toddler caregivers and teachers shall:	Engage children in frequent rich social exchanges in a variety of ways, for example: holding, patting, making frequent eye contact, smiling, singing, and using a pleasant calm voice in conversation;
400.402.4c	PROGRAMS	Infant and Toddler Specific Program Requirements	The facility shall implement relationship-based practices that promote consistency. Infant and toddler caregivers and teachers shall:	Engage children in frequent positive social exchanges during routine care, such as eating, diaper changing, toileting, and preparing for rest;
400.402.4d	PROGRAMS	Infant and Toddler Specific Program Requirements	The facility shall implement relationship-based practices that promote consistency. Infant and toddler caregivers and teachers shall:	Provide consistent emotional support to infant and toddlers by acknowledging their feelings and emotions and providing physical and verbal support.
400.402.4e	PROGRAMS	Infant and Toddler Specific Program Requirements	The facility shall implement relationship-based practices that promote consistency. Infant and toddler caregivers and teachers shall:	Communicate consistently with parents and guardians by greeting them warmly and exchanging information that promotes continuity between the center and the child's home; and
400.402.4f	PROGRAMS	Infant and Toddler Specific Program Requirements	The facility shall implement relationship-based practices that promote consistency. Infant and toddler caregivers and teachers shall:	Engage in play activities with children by providing a safe environment to explore, modeling play behavior such as imagination and use of toys, and equipment, and providing verbal encouragement and support. (See Division web site for brain development diagram.)
400.402.5	PROGRAMS	Infant and Toddler Specific Program Requirements	It is recommended that the facility promote continuity of care for infants and toddlers by maintaining consistency in staffing.	
400.402.6	PROGRAMS	Infant and Toddler Specific Program Requirements	Staff shall plan and provide experiences that meet infant and toddlers needs and stimulate learning in the following developmental areas: self-concept, physical, social, emotional, cognitive, and language, as found in the "Arkansas Frameworks for Infant and Toddler Care."	
400.402.7	PROGRAMS	Infant and Toddler Specific Program Requirements	The center shall have an approved curriculum with weekly lesson plans appropriate for the developmental needs of each group of children, when available.	
400.402.8	PROGRAMS	Infant and Toddler Specific Program Requirements	Infants and toddlers shall be taken outside for a period of time every day, unless prevented by weather or special medical conditions.	
400.402.9	PROGRAMS	Infant and Toddler Specific Program Requirements	Outdoor play for infants and toddlers may include riding in a carriage or stroller. However, infants and toddlers shall be offered opportunities for gross motor play outdoors as well.	
500.501.1a	BEHAVIOR GUIDANCE	Behavior Guidance Requirements	Behavior guidance shall be:	Individualized and consistent for each child
500.501.1b	BEHAVIOR GUIDANCE	Behavior Guidance Requirements	Behavior guidance shall be:	Appropriate to the child's level of understanding;
500.501.1c	BEHAVIOR GUIDANCE	Behavior Guidance Requirements	Behavior guidance shall be:	Directed toward teaching the child acceptable behavior and self-control. See Division website for recommended behavior guidance training.
500.501.2	BEHAVIOR GUIDANCE	Behavior Guidance Requirements	Physical punishment shall not be administered to children.	
500.501.3	BEHAVIOR GUIDANCE	Behavior Guidance Requirements	The length of time a child is placed in time out shall not exceed one (1) minute per year of the child's age.	
500.501.4a	BEHAVIOR GUIDANCE	Behavior Guidance Requirements	Acceptable behavior guidance techniques include:	Look for appropriate behavior and reinforce the child with praise and encouragement when they are behaving well;
500.501.4b	BEHAVIOR GUIDANCE	Behavior Guidance Requirements	Acceptable behavior guidance techniques include:	Remind the child daily of the rules by using clear, positive statements regarding how they are expected to behave rather than what they are not supposed to do;
500.501.4c	BEHAVIOR GUIDANCE	Behavior Guidance Requirements	Acceptable behavior guidance techniques include:	Attempt to ignore minor inappropriate behavior and concentrate on what the child is doing properly;
500.501.4d	BEHAVIOR GUIDANCE	Behavior Guidance Requirements	Acceptable behavior guidance techniques include:	Use brief supervised separation from the group only when the child does not respond to a verbal command which instructs the child as to how he or she is supposed to behave;

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500.501.4e	BEHAVIOR GUIDANCE	Behavior Guidance Requirements	Acceptable behavior guidance techniques include:	When a misbehaving child begins to behave appropriately, encourage and praise small steps rather than waiting until the child has behaved appropriately for a long period of time; and
500.501.4f	BEHAVIOR GUIDANCE	Behavior Guidance Requirements	Acceptable behavior guidance techniques include:	Attend to the children who are behaving appropriately, and other children will follow their example in order to obtain your attention.
500.501.5a	BEHAVIOR GUIDANCE	Behavior Guidance Requirements	The following activities or threats of such activities are unacceptable as behavior guidance measures and shall not be used for children. These include, but are not limited to the following:	Restraints (Restraining a child briefly by holding the child is allowed when the child's actions place the child or others at risk of injury);
500.501.5b	BEHAVIOR GUIDANCE	Behavior Guidance Requirements	The following activities or threats of such activities are unacceptable as behavior guidance measures and shall not be used for children. These include, but are not limited to the following:	Washing mouth with soap;
500.501.5c	BEHAVIOR GUIDANCE	Behavior Guidance Requirements	The following activities or threats of such activities are unacceptable as behavior guidance measures and shall not be used for children. These include, but are not limited to the following:	Taping or obstructing a child's mouth;
500.501.5d	BEHAVIOR GUIDANCE	Behavior Guidance Requirements	The following activities or threats of such activities are unacceptable as behavior guidance measures and shall not be used for children. These include, but are not limited to the following:	Placing unpleasant or painful tasting substances in mouth, on lips, etc.;
500.501.5e	BEHAVIOR GUIDANCE	Behavior Guidance Requirements	The following activities or threats of such activities are unacceptable as behavior guidance measures and shall not be used for children. These include, but are not limited to the following:	Profane or abusive language;
500.501.5f	BEHAVIOR GUIDANCE	Behavior Guidance Requirements	The following activities or threats of such activities are unacceptable as behavior guidance measures and shall not be used for children. These include, but are not limited to the following:	Isolation without supervision;
500.501.5g	BEHAVIOR GUIDANCE	Behavior Guidance Requirements	The following activities or threats of such activities are unacceptable as behavior guidance measures and shall not be used for children. These include, but are not limited to the following:	Placing child in dark area;
500.501.5h	BEHAVIOR GUIDANCE	Behavior Guidance Requirements	The following activities or threats of such activities are unacceptable as behavior guidance measures and shall not be used for children. These include, but are not limited to the following:	Inflicting physical pain, hitting, pinching, pulling hair, slapping, kicking, twisting arms, biting or biting back, spitting, swatting, etc.;
500.501.5i	BEHAVIOR GUIDANCE	Behavior Guidance Requirements	The following activities or threats of such activities are unacceptable as behavior guidance measures and shall not be used for children. These include, but are not limited to the following:	Yelling (This does not include a raised voice level to gain a child's attention to protect the child from risk of harm);
500.501.5j	BEHAVIOR GUIDANCE	Behavior Guidance Requirements	The following activities or threats of such activities are unacceptable as behavior guidance measures and shall not be used for children. These include, but are not limited to the following:	Forcing physical activity, such as running laps, doing push-ups, etc. (This does not include planned group physical education activities that are not punitive in nature);
500.501.5k	BEHAVIOR GUIDANCE	Behavior Guidance Requirements	The following activities or threats of such activities are unacceptable as behavior guidance measures and shall not be used for children. These include, but are not limited to the following:	Associating punishment with rest, toilet training, or illness;
500.501.5l	BEHAVIOR GUIDANCE	Behavior Guidance Requirements	The following activities or threats of such activities are unacceptable as behavior guidance measures and shall not be used for children. These include, but are not limited to the following:	Denying food (lunch or snacks) as punishment or punishing children for not eating;
500.501.5m	BEHAVIOR GUIDANCE	Behavior Guidance Requirements	The following activities or threats of such activities are unacceptable as behavior guidance measures and shall not be used for children. These include, but are not limited to the following:	Children shall not be forced or bribed to eat;
500.501.5n	BEHAVIOR GUIDANCE	Behavior Guidance Requirements	The following activities or threats of such activities are unacceptable as behavior guidance measures and shall not be used for children. These include, but are not limited to the following:	Shaming, humiliating, frightening, labeling, physically, or mentally harming children; and
500.501.5o	BEHAVIOR GUIDANCE	Behavior Guidance Requirements	The following activities or threats of such activities are unacceptable as behavior guidance measures and shall not be used for children. These include, but are not limited to the following:	Covering the faces of children with blankets or similar items.
500.501.6	BEHAVIOR GUIDANCE	Behavior Guidance Requirements	Posted group behavior charts shall not be used. (Individual behavior charts that are not viewable by children and individual charts used by therapists are allowable.)	
500.501.7	BEHAVIOR GUIDANCE	Behavior Guidance Requirements	Behavior guidance practices used by the center shall be discussed with each child's parents and provided to them in writing at the time of enrollment with a copy signed by the parent maintained in the child's record.	
500.502.1	BEHAVIOR GUIDANCE	Infant and Toddler Behavior Guidance Requirements	Time-out shall not be used for children under two (2) years of age.	
500.502.2	BEHAVIOR GUIDANCE	Infant and Toddler Behavior Guidance Requirements	The child may be placed in a supervised area away from the group or in a crib or playpen while staff attends to the situation. Brief separation from the group is acceptable when the child's behavior places the child or others at risk of harm. Example: A child who has bitten another child would be removed from the group, briefly, while staff attends to the bitten child.	
600.601.1	RECORDS	Record Requirements	All staff, child, and facility records shall be kept and made available to the Child Care Licensing Unit on request. The records shall be maintained for three (3) years unless otherwise indicated.	
600.601.2	RECORDS	Record Requirements	Licensing compliance forms (DCC-521) shall be available at the facility for three (3) years. The facility shall advise parents in writing that the compliance forms are available for review upon request.	
600.601.3a	RECORDS	Record Requirements	The facility shall maintain daily attendance records on all children as follows:	Children shall be signed in and out daily by a parent or guardian, or designee. Electronic sign in and out systems will meet this requirement; and
600.601.3b	RECORDS	Record Requirements	The facility shall maintain daily attendance records on all children as follows:	The record shall include the date and time of arrival and departure.
600.602.1a	RECORDS	Facility Records	Facility Records shall be maintained on site and include:	Attendance records on all children;
600.602.1b	RECORDS	Facility Records	Facility Records shall be maintained on site and include:	Transportation rosters, if applicable (maintained for one (1) year);
600.602.1c	RECORDS	Facility Records	Facility Records shall be maintained on site and include:	Verification of current vehicle registration, if applicable;
600.602.1d	RECORDS	Facility Records	Facility Records shall be maintained on site and include:	Verification of required commercial vehicle insurance coverage, if applicable;
600.602.1e	RECORDS	Facility Records	Facility Records shall be maintained on site and include:	Verification of required Child Care Liability Insurance;
600.602.1f	RECORDS	Facility Records	Facility Records shall be maintained on site and include:	Verification of current pet vaccinations, if applicable;
600.602.1g	RECORDS	Facility Records	Facility Records shall be maintained on site and include:	Verification of annual fire department approval;
600.602.1h	RECORDS	Facility Records	Facility Records shall be maintained on site and include:	Verification of annual health department approval;
600.602.1i	RECORDS	Facility Records	Facility Records shall be maintained on site and include:	Verification of zoning approval (maintained as part of permanent record);

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600.602.1j	RECORDS	Facility Records	Facility Records shall be maintained on site and include:	Verification of annual approval by the Boiler Inspector Division of the Department of Labor;
600.602.1k	RECORDS	Facility Records	Facility Records shall be maintained on site and include:	Mobile Home Commission approval for double wide manufactured homes, if applicable (maintained as part of permanent record);
600.602.1l	RECORDS	Facility Records	Facility Records shall be maintained on site and include:	Record of emergency drills;
600.602.1m	RECORDS	Facility Records	Facility Records shall be maintained on site and include:	Plans and procedures of Emergency Preparedness;
600.602.1n	RECORDS	Facility Records	Facility Records shall be maintained on site and include:	Procedures for reporting allegations of child maltreatment;
600.602.1o	RECORDS	Facility Records	Facility Records shall be maintained on site and include:	Procedures for reporting suspected licensing violations;
600.602.1p	RECORDS	Facility Records	Facility Records shall be maintained on site and include:	Licensing compliance forms;
600.602.1q	RECORDS	Facility Records	Facility Records shall be maintained on site and include:	Log of Product Recall and Safety Notices from Consumer Product Safety Commission (CPSC) or Attorney General's Office;
600.602.1r	RECORDS	Facility Records	Facility Records shall be maintained on site and include:	Articles of Incorporation, if applicable (maintained as part of permanent record); and
600.602.1s	RECORDS	Facility Records	Facility Records shall be maintained on site and include:	Current list of names, addresses, and phone numbers of the Board of Directors, if applicable.
600.603.1a	RECORDS	Staff Records	Staff records may be maintained off site, unless otherwise noted, and shall contain the following:	Name, date of birth, address, and telephone number;
600.603.1b	RECORDS	Staff Records	Staff records may be maintained off site, unless otherwise noted, and shall contain the following:	Education, training and experience, including a copy of the General Education Diploma (GED) or high school diploma (If these documents are no longer available, proof of reasonable effort to obtain the documentation is acceptable) Clarification: Training hours will be counted on a calendar year basis or by the facility's operating schedule if they do not operate year- round;
600.603.1c	RECORDS	Staff Records	Staff records may be maintained off site, unless otherwise noted, and shall contain the following:	Employment related information for previous six (6) years, with written documentation of verification of employment and reference checks;
600.603.1d	RECORDS	Staff Records	Staff records may be maintained off site, unless otherwise noted, and shall contain the following:	Attendance record, listing days and hours worked;
600.603.1e	RECORDS	Staff Records	Staff records may be maintained off site, unless otherwise noted, and shall contain the following:	Date of employment and date of separation;
600.603.1f	RECORDS	Staff Records	Staff records may be maintained off site, unless otherwise noted, and shall contain the following:	Documented training or continuing education; i.e., orientation, in-service training, and workshop documentation, which shall include title of workshop, presenter, hours of training and date;
600.603.1g	RECORDS	Staff Records	Staff records may be maintained off site, unless otherwise noted, and shall contain the following:	Initiation of Criminal Record Checks and Central Registry Checks and the results obtained when received;
600.603.1h	RECORDS	Staff Records	Staff records may be maintained off site, unless otherwise noted, and shall contain the following:	Verification of completion of the required transportation training and a readable, current copy of the driver's license for all staff who transport children (copy must be on site);
600.603.1i	RECORDS	Staff Records	Staff records may be maintained off site, unless otherwise noted, and shall contain the following:	Verification of First Aid or Cardiopulmonary Resuscitation (CPR) for applicable staff (copy must be on site); and
600.603.1j	RECORDS	Staff Records	Staff records may be maintained off site, unless otherwise noted, and shall contain the following:	Documentation of new employee evaluations.
600.604.1a	RECORDS	Children's Records	The child care facility shall maintain a record for each child in care which shall be on site. Records for children no longer enrolled may be maintained off site. Children's records shall contain the following information:	Application form which includes child's name, date of birth, and address, name of parent or guardian, telephone numbers (home and business), work hours of parents or guardians, and date of enrollment in facility;
600.604.1b	RECORDS	Children's Records	The child care facility shall maintain a record for each child in care which shall be on site. Records for children no longer enrolled may be maintained off site. Children's records shall contain the following information:	The name, address, and telephone number (home and business) of a responsible person to contact in an emergency if the parent or guardian cannot be located promptly;
600.604.1c	RECORDS	Children's Records	The child care facility shall maintain a record for each child in care which shall be on site. Records for children no longer enrolled may be maintained off site. Children's records shall contain the following information:	Name, address, and telephone of child's physician or emergency care facility;
600.604.1d	RECORDS	Children's Records	The child care facility shall maintain a record for each child in care which shall be on site. Records for children no longer enrolled may be maintained off site. Children's records shall contain the following information:	Written permission of parent or guardian authorizing emergency medical care and transportation of child for emergency treatment (This authorization shall accompany children anytime they are transported);
600.604.1e	RECORDS	Children's Records	The child care facility shall maintain a record for each child in care which shall be on site. Records for children no longer enrolled may be maintained off site. Children's records shall contain the following information:	Name(s) of persons authorized to pick up child;
600.604.1f	RECORDS	Children's Records	The child care facility shall maintain a record for each child in care which shall be on site. Records for children no longer enrolled may be maintained off site. Children's records shall contain the following information:	Permission slips signed by parent or guardian authorizing the child to be taken on specific field trips;
600.604.1g	RECORDS	Children's Records	The child care facility shall maintain a record for each child in care which shall be on site. Records for children no longer enrolled may be maintained off site. Children's records shall contain the following information:	Pertinent medical history on the child;
600.604.1h	RECORDS	Children's Records	The child care facility shall maintain a record for each child in care which shall be on site. Records for children no longer enrolled may be maintained off site. Children's records shall contain the following information:	An authorized record of up-to-date immunizations or documentation of a religious, medical, or philosophical exemption from the Arkansas Department of Health (ADH) (Updated immunization schedules will be provided as changes are received from the ADH);
600.604.1i	RECORDS	Children's Records	The child care facility shall maintain a record for each child in care which shall be on site. Records for children no longer enrolled may be maintained off site. Children's records shall contain the following information:	A written record of all significant changes in the child's physical or emotional state and accidents, incidents or injuries, indicating the date, location, time of day, area or piece of equipment where the incident occurred (A copy of this shall be given to the parent on the day of occurrence);
600.604.1j	RECORDS	Children's Records	The child care facility shall maintain a record for each child in care which shall be on site. Records for children no longer enrolled may be maintained off site. Children's records shall contain the following information:	Any legal or medical documentation that has been given to the facility, by the parent or legal guardian, regarding the care of the child;
600.604.1k	RECORDS	Children's Records	The child care facility shall maintain a record for each child in care which shall be on site. Records for children no longer enrolled may be maintained off site. Children's records shall contain the following information:	Written permission for the facility to photograph or video tape their child, if applicable;

Regulation #	Regulation Description	Regulation Sub-Description	Regulation	Sub-Regulation
600.604.1l	RECORDS	Children's Records	The child care facility shall maintain a record for each child in care which shall be on site. Records for children no longer enrolled may be maintained off site. Children's records shall contain the following information:	Written permission for the facility to place photos and video recordings of their child on social media or other websites, if applicable;
600.604.1m	RECORDS	Children's Records	The child care facility shall maintain a record for each child in care which shall be on site. Records for children no longer enrolled may be maintained off site. Children's records shall contain the following information:	Infant feeding documentation shall be maintained for at least one (1) year; and
600.604.1n	RECORDS	Children's Records	The child care facility shall maintain a record for each child in care which shall be on site. Records for children no longer enrolled may be maintained off site. Children's records shall contain the following information:	Documentation of distribution of Shaken Baby Syndrome information to all parents of infants in accordance with Carter's Law.
700.701.1	NUTRITION	Nutrition Requirements	The center shall ensure that lunch is served to each child.	
700.701.2	NUTRITION	Nutrition Requirements	Breakfast, lunch, snacks, and evening meals shall each meet current U.S. Department of Agriculture guidelines, including portion size. (See Appendix C) Menus for all food service shall be posted. (See Division website.) If sack lunches are utilized, the facility shall ensure that they also meet these requirements. Milk shall be served to each child during the day. Exceptions may be made for children who suffer allergies to milk.	
700.701.3	NUTRITION	Nutrition Requirements	Breakfast shall be made available for children who arrive before 7:00 a.m. Breakfast may be served to all children rather than a morning snack provided there is no more than three (3) hours between the beginning of breakfast and the beginning of lunch.	
700.701.4	NUTRITION	Nutrition Requirements	All food service surfaces shall be kept sanitary.	
700.701.5	NUTRITION	Nutrition Requirements	Food shall be served on individual plates, bowls, or other dishes that can be sanitized or discarded.	
700.701.6	NUTRITION	Nutrition Requirements	Food and drinks which are not available to the children shall not be consumed by staff in the children's presence.	
700.701.7	NUTRITION	Nutrition Requirements	Mid-morning snacks or breakfast, and mid-afternoon snacks shall be provided for all children	
700.701.8	NUTRITION	Nutrition Requirements	All food brought from outside sources shall come from Health Department approved kitchens and shall be transported as per Health Department requirements, or the food shall be in an individual, commercially pre-packaged container. (This does not include individual sack lunches brought from home.)	
700.701.9	NUTRITION	Nutrition Requirements	All refrigerators used for food storage shall be maintained at a temperature of forty-one (41) degrees or below, and all freezers used for food storage shall be maintained at a temperature of zero (0) degrees or below.	
700.702.1	NUTRITION	Infant and Toddler Nutrition Requirements	The routine use of food, bottles, and formula shall be agreed upon by the caregiver and parent. Instructions regarding special needs for food, bottles, and formula, such as food allergies, shall be obtained in writing from the parent and followed by the caregiver. (See Appendix D).	
700.702.10	NUTRITION	Infant and Toddler Nutrition Requirements	Bottles and "sippy cups" shall be labeled with the child's name and shall be refrigerated.	
700.702.2	NUTRITION	Infant and Toddler Nutrition Requirements	Feedings for all children up to twelve (12) months of age shall be documented by the caregiver and available for review by the parent. This documentation shall continue for all children older than twelve (12) months of age who are still being given bottles.	
700.702.3	NUTRITION	Infant and Toddler Nutrition Requirements	Infant bottles and food shall be prepared and heated in an area separate from the diaper changing area.	
700.702.4	NUTRITION	Infant and Toddler Nutrition Requirements	Microwaves shall not be used for heating bottles, due to the danger of uneven heating.	
700.702.5	NUTRITION	Infant and Toddler Nutrition Requirements	Infants no longer held for feeding shall either sit in low chairs at low tables or in infant seats with trays, or in high chairs with wide bases. Safety straps shall be used if directed by the manufacturer.	
700.702.6	NUTRITION	Infant and Toddler Nutrition Requirements	Children under two (2) years of age shall not be fed foods that may cause choking, such as, but not limited to hard candy, raw carrots, hot dogs, nuts, seeds, or popcorn.	
700.702.7	NUTRITION	Infant and Toddler Nutrition Requirements	Water used for the preparation of formula shall not come from the hot water supply. (Water from hot water systems may contain high levels of lead and other substances which could be harmful to small children.)	
700.702.8	NUTRITION	Infant and Toddler Nutrition Requirements	Children shall not share the same bottle or eating utensils. The facility shall practice a sanitary method of cleansing baby bottles, cups, and utensils.	
700.702.9	NUTRITION	Infant and Toddler Nutrition Requirements	Bottles shall not be propped. Infants under six (6) months of age shall be held while being bottle-fed.	
800.801.1	BUILDINGS	Building Requirements	Child care centers shall comply with the Minimum Requirements of the currently adopted Arkansas Fire Prevention Code as administered by local fire department or by the State Fire Marshal, who has final authority. Written verification of annual approval shall be maintained on file. (Note that the State and Local Fire Codes may not allow the use of basements or floors above ground level by children, first grade and younger, unless there is a ground level exit.)	
800.801.10	BUILDINGS	Building Requirements	Floor furnaces, gas heaters, electric heaters, hot radiators, water heaters, air conditioners, and electric fans shall have guards and shall not present a safety hazard. Portable fuel fired heaters shall not be used.	
800.801.11	BUILDINGS	Building Requirements	It is recommended that if natural gas or propane is used, the facility's heating systems be inspected and cleaned if necessary, before each heating season by a qualified Heating, Ventilation, and Air Conditioning (HVAC) technician.	
800.801.12a	BUILDINGS	Building Requirements	Carbon monoxide detectors shall be placed in facilities according to manufacturer's recommendations if one (1) of the following situations applies:	Facilities using wood, propane, natural gas, or any other product as a heat source that can produce carbon monoxide indoors or in an attached garage; or
800.801.12b	BUILDINGS	Building Requirements	Carbon monoxide detectors shall be placed in facilities according to manufacturer's recommendations if one (1) of the following situations applies:	Any situations where carbon monoxide detectors are required by state or local law..
800.801.13	BUILDINGS	Building Requirements	Floors, ceilings, and walls shall be in good repair and kept clean. Paints used at the facility shall be lead free.	

Regulation #	Regulation Description	Regulation Sub-Description	Regulation	Sub-Regulation
800.801.14	BUILDINGS	Building Requirements	A child care center shall have an operable telephone on site all hours children are in care. The Licensee shall provide the phone number to the Licensing Unit and to the parents. (This phone may be a cell phone if the phone stays operable, stays at the facility during all hours of care, and is the phone number provided to the Licensing Unit and the parents.)	
800.801.15a	BUILDINGS	Building Requirements	The following structures shall not be used as child care centers:	Manufactured homes constructed prior to June 1976;
800.801.15b	BUILDINGS	Building Requirements	The following structures shall not be used as child care centers:	Manufactured homes constructed with metal roofs and outside walls;
800.801.15c	BUILDINGS	Building Requirements	The following structures shall not be used as child care centers:	Single-wide manufactured homes; and
800.801.15d	BUILDINGS	Building Requirements	The following structures shall not be used as child care centers:	Portable storage type buildings.
800.801.16	BUILDINGS	Building Requirements	Double-wide manufactured homes may be considered provided they are tied down in accordance with the manufacturer's tie down specifications manual. Any new applicant for a child care center that requests the use of a manufactured home shall obtain an inspection at the applicant's expense from the Arkansas Manufactured Home Commission.	
800.801.17	BUILDINGS	Building Requirements	Manufactured homes currently licensed as child care facilities shall be tied down as recommended by the Arkansas Manufactured Home Commission.	
800.801.18	BUILDINGS	Building Requirements	Portable classroom buildings are not considered manufactured homes but do require Fire Department approval. Portable classroom buildings installed after November 1, 2002, shall have Fire Department approval prior to purchase and installation.	
800.801.2	BUILDINGS	Building Requirements	State Health Department requirements shall be met. Written verification of annual approval shall be maintained on file.	
800.801.3	BUILDINGS	Building Requirements	Department of Labor, Boiler Inspection Division requirements shall be met. All water heaters and any other boilers in licensed child care settings shall be inspected on an annual basis and upon installation. Verification that initial inspection has been scheduled and annual approval shall be maintained on file. Inspection, or proof of attempt to set up initial inspection, shall be completed within six (6) months of licensure. Scheduling and completion of annual inspections will be the responsibility of the Department of Labor, however, the facility is responsible for cooperating and keeping documentation of such inspection on file for review. (AR Code § 20-23-101 et seq.)	
800.801.4	BUILDINGS	Building Requirements	All space used by a center shall be kept clean and free of hazardous or potentially hazardous objects. (These objects include, but are not limited to, poisonous substances, firearms, explosives, broken toys or equipment, or other objects that could be harmful or dangerous, if they are determined to be accessible to children.)	
800.801.5	BUILDINGS	Building Requirements	Thirty-five (35) square feet per child of usable floor space shall be required for indoor activities. This does not include bathrooms, kitchen, and hallways. Usable space in the child care center shall include areas in the classroom used for storage of programmatic materials which are accessible to children. This does not include closets or storage space for equipment that is not in use.	
800.801.6	BUILDINGS	Building Requirements	Separate space shall be provided for the isolation of children who become ill and shall be located in an area that can be supervised at all times by a staff member.	
800.801.7	BUILDINGS	Building Requirements	All parts of the center used by the children shall be well heated, air conditioned, lighted, ventilated, and maintained at a comfortable temperature.	
800.801.8	BUILDINGS	Building Requirements	Glass doors shall be clearly marked.	
800.801.9	BUILDINGS	Building Requirements	When windows and doors are used for ventilation, they shall be screened and shall not present a safety hazard.	
800.802.1	BUILDINGS	Infant and Toddler Building Requirements	If Infant and Toddler Centers and Child Care Centers are operated in the same building, the areas designated for care of infants and toddlers shall be in rooms separate from the activity of other children.	
800.802.2	BUILDINGS	Infant and Toddler Building Requirements	When infants and toddlers share the same eating areas with older children, arrangements shall be made to maintain separation.	
900.901.1	PLAYGROUNDS/OUTDOOR LEARNING ENVIRONMENT	Layout and Design	A diagram of the playground shall be submitted, clearly identifying the perimeter of the playground, with measurements, and identifying each piece of equipment used by the children enrolled at the licensed facility. This documentation shall be in the form of a satellite photo from an internet site such as Google Maps, or a diagram if a satellite photo is not available.	
900.901.10	PLAYGROUNDS/OUTDOOR LEARNING ENVIRONMENT	Layout and Design	All areas where children play outdoors shall be properly maintained.	
900.901.2	PLAYGROUNDS/OUTDOOR LEARNING ENVIRONMENT	Layout and Design	Any changes in the play area boundaries and equipment requested must be submitted in writing and approved prior to use.	
900.901.3	PLAYGROUNDS/OUTDOOR LEARNING ENVIRONMENT	Layout and Design	All equipment and protective surfacing shall be installed and maintained according to manufacturer's guidelines.	
900.901.4	PLAYGROUNDS/OUTDOOR LEARNING ENVIRONMENT	Layout and Design	The play area or outdoor learning area shall be fenced or otherwise enclosed and provide at least seventy-five (75) square feet per child present on the playground at any time.	
900.901.5	PLAYGROUNDS/OUTDOOR LEARNING ENVIRONMENT	Layout and Design	There shall be an outside exit from the play area.	
900.901.6	PLAYGROUNDS/OUTDOOR LEARNING ENVIRONMENT	Layout and Design	The area shall be well drained.	
900.901.7	PLAYGROUNDS/OUTDOOR LEARNING ENVIRONMENT	Layout and Design	There shall be equipment and activities appropriate for the age and number of children enrolled in the facility.	
900.901.8	PLAYGROUNDS/OUTDOOR LEARNING ENVIRONMENT	Layout and Design	Separate play areas or time schedules shall be provided if, infants and toddlers share playgrounds with older children.	
900.901.9	PLAYGROUNDS/OUTDOOR LEARNING ENVIRONMENT	Layout and Design	A shady area shall be provided where children can get out of direct sunlight. This can be accomplished by utilizing existing shade such as trees and buildings, or by creating shade with manufactured structures such as awnings. If shade is not available, the schedule for outdoor play shall be altered so that children are outdoors during early morning hours to avoid extreme heat and direct sunlight.	
900.902.1	PLAYGROUNDS/OUTDOOR LEARNING ENVIRONMENT	General Hazards	The area shall be free of hazards or potentially hazardous objects.	

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900.902.10	PLAYGROUNDS/OUTDOOR LEARNING ENVIRONMENT	General Hazards	Equipment shall not have entanglement hazards. (An entanglement is a condition in which the user's clothes or something around the user's neck becomes caught or entwined on a component of playground equipment.).	
900.902.11	PLAYGROUNDS/OUTDOOR LEARNING ENVIRONMENT	General Hazards	Trampolines shall not be used. (Therapeutic use of trampolines is acceptable if supervised by the therapist on a one (1)-on-one (1) basis.)	
900.902.12	PLAYGROUNDS/OUTDOOR LEARNING ENVIRONMENT	General Hazards	Ball pits shall not be used. (Ball pits are large areas or "pits" filled with balls intended for children to jump in and play. Therapeutic use of ball pits is acceptable if supervised by the therapist on a one (1)-on-one (1) basis.)	
900.902.13	PLAYGROUNDS/OUTDOOR LEARNING ENVIRONMENT	General Hazards	Wading pools shall not be used. This does not prohibit the use of sprinklers and water play.	
900.902.14	PLAYGROUNDS/OUTDOOR LEARNING ENVIRONMENT	General Hazards	To prevent entrapment, there shall be no opening(s) between any interior opposing surfaces between three and one-half inches (3.5) and nine inches (9). (Openings in equipment that might allow a child's body to pass through, but not their head.) Ground bounded openings are exempt."	
900.902.15	PLAYGROUNDS/OUTDOOR LEARNING ENVIRONMENT	General Hazards	Providers and caregivers shall be aware of and remove when possible any hazardous items children may wear on play equipment such as helmets, drawstrings, and other accessories around the neck that may cause a strangulation or entanglement hazard.	
900.902.16	PLAYGROUNDS/OUTDOOR LEARNING ENVIRONMENT	General Hazards	All children one (1) year of age and older shall wear properly fitted and approved helmets while riding on bicycles and when using roller skates, skate boards, roller blades, and scooters. Helmets shall be removed as soon as children stop riding the wheeled equipment. Helmets shall meet CPSC standards. (Helmet use is recommended while riding tricycles and other wheeled toys.)	
900.902.17	PLAYGROUNDS/OUTDOOR LEARNING ENVIRONMENT	General Hazards	All soccer goals shall be commercially manufactured and installed and anchored according to manufacturer's guidelines.	
900.902.2	PLAYGROUNDS/OUTDOOR LEARNING ENVIRONMENT	General Hazards	Equipment that has been determined by the Division to be unsafe for the children in the licensed facility to use shall be removed from the play area or enclosed by a fence or other suitable barrier so the children will not have access to it.	
900.902.3	PLAYGROUNDS/OUTDOOR LEARNING ENVIRONMENT	General Hazards	All newly purchased playground equipment designed for children to play on or climb on, such as slides, swings, composite structures, etc., shall be commercially manufactured and certified to meet American Society for Testing and Materials (ASTM) or Consumer Product Safety Commission (CPSC) standards for public playgrounds. Equipment in place prior to January 1, 2014, may continue to be used provided it meets all other licensing requirements.	
900.902.4	PLAYGROUNDS/OUTDOOR LEARNING ENVIRONMENT	General Hazards	Equipment, which is designed to be anchored, shall be properly anchored so that the anchoring devices are below ground level.	
900.902.5	PLAYGROUNDS/OUTDOOR LEARNING ENVIRONMENT	General Hazards	Sand for playing shall be kept safe and clean.	
900.902.6	PLAYGROUNDS/OUTDOOR LEARNING ENVIRONMENT	General Hazards	Paint on equipment shall be lead free.	
900.902.7	PLAYGROUNDS/OUTDOOR LEARNING ENVIRONMENT	General Hazards	All fasteners, including S-hooks, shall be securely tightened or closed.	
900.902.8	PLAYGROUNDS/OUTDOOR LEARNING ENVIRONMENT	General Hazards	There shall be no sharp points, corners, edges, or splinters.	
900.902.9	PLAYGROUNDS/OUTDOOR LEARNING ENVIRONMENT	General Hazards	Equipment shall not have protrusion hazards. (A protrusion is a projection which, when tested, is found to be a hazard having the potential to cause bodily injury to a user who impacts it.)	
900.903.1	PLAYGROUNDS/OUTDOOR LEARNING ENVIRONMENT	Balance Beams	Balance beams shall not be higher than twelve inches (12) and shall have use zones with protective surfacing."	
900.903.2	PLAYGROUNDS/OUTDOOR LEARNING ENVIRONMENT	Balance Beams	Children under age two (2) shall not use balance beams.	
900.904.1	PLAYGROUNDS/OUTDOOR LEARNING ENVIRONMENT	Slides	Slides shall not have any spaces or gaps between the platform and the slide surface.	
900.904.2	PLAYGROUNDS/OUTDOOR LEARNING ENVIRONMENT	Slides	Slides shall have a transition platform of at least fourteen inches (14) deep for preschool and school age children, and nineteen inches (19") deep for toddlers."	
900.905.1a	PLAYGROUNDS/OUTDOOR LEARNING ENVIRONMENT	Swings	The following swings shall not be used for any ages:	Multi-occupancy swings designed to hold more than one (1) child, except tire swings;
900.905.1b	PLAYGROUNDS/OUTDOOR LEARNING ENVIRONMENT	Swings	The following swings shall not be used for any ages:	Heavy molded swings such as animal figure swings;
900.905.1c	PLAYGROUNDS/OUTDOOR LEARNING ENVIRONMENT	Swings	The following swings shall not be used for any ages:	Free swinging rope (Tarzan ropes);
900.905.1d	PLAYGROUNDS/OUTDOOR LEARNING ENVIRONMENT	Swings	The following swings shall not be used for any ages:	Swinging exercise rings;
900.905.1e	PLAYGROUNDS/OUTDOOR LEARNING ENVIRONMENT	Swings	The following swings shall not be used for any ages:	Trapeze bars;
900.905.1f	PLAYGROUNDS/OUTDOOR LEARNING ENVIRONMENT	Swings	The following swings shall not be used for any ages:	Swings attached to a composite structure (Composite Structure is defined by Consumer Product Safety Commission (CPSC) as, "Two (2) or more play structures attached or functionally linked, to create one (1) integral unit that provides more than one (1) play activity)."
900.905.2	PLAYGROUNDS/OUTDOOR LEARNING ENVIRONMENT	Swings	There shall be no wood or metal swing seats.	
900.905.3	PLAYGROUNDS/OUTDOOR LEARNING ENVIRONMENT	Swings	Toddler swings shall have fully enclosed bucket seats.	
900.905.4	PLAYGROUNDS/OUTDOOR LEARNING ENVIRONMENT	Swings	Direct supervision shall be provided for children in toddler swings.	
900.906.1	PLAYGROUNDS/OUTDOOR LEARNING ENVIRONMENT	Climbing Equipment	Free standing arch climbers shall not be used for preschoolers.	
900.906.2	PLAYGROUNDS/OUTDOOR LEARNING ENVIRONMENT	Climbing Equipment	Flexible grid climbing devices, such as rope or chain ladders, climbing ropes, etc., shall be securely anchored at both ends.	
900.906.3	PLAYGROUNDS/OUTDOOR LEARNING ENVIRONMENT	Climbing Equipment	Flexible grid climbing devices shall not be used for preschoolers unless they are anchored at both ends and have a means of transitioning from one (1) piece of equipment to the next.	
900.906.4	PLAYGROUNDS/OUTDOOR LEARNING ENVIRONMENT	Climbing Equipment	Preschoolers shall not use sliding poles.	
900.906.5	PLAYGROUNDS/OUTDOOR LEARNING ENVIRONMENT	Climbing Equipment	Sliding poles shall have no protruding welds or seams along the sliding surface and the pole shall not change directions.	
900.907.1	PLAYGROUNDS/OUTDOOR LEARNING ENVIRONMENT	Merry-Go-Rounds	The only merry-go-rounds allowed are portable merry-go-rounds not designed to be anchored and they shall have handgrips or other secure means of holding on.	
900.908.1	PLAYGROUNDS/OUTDOOR LEARNING ENVIRONMENT	Seesaws	Seesaws without spring centering devices shall have shock absorbing materials, such as partial tires embedded in the ground underneath the seats or secured to the underside of the seats.	
900.908.2	PLAYGROUNDS/OUTDOOR LEARNING ENVIRONMENT	Seesaws	Hand holds shall be provided for both hands at each seating position and shall not turn when grasped.	
900.908.3	PLAYGROUNDS/OUTDOOR LEARNING ENVIRONMENT	Seesaws	Hand holds shall not protrude beyond the sides of the seat on seesaws.	

Regulation #	Regulation Description	Regulation Sub-Description	Regulation	Sub-Regulation
900.909.1	PLAYGROUNDS/OUTDOOR LEARNING ENVIRONMENT	Protective Surfacing	There shall be use zones and protective surfacing under and around all equipment that is over eighteen inches (18) in height at the highest accessible point. The highest accessible point is defined as the highest surface on the piece of equipment where children would stand or sit when the equipment is being used as intended. Use zones shall extend a minimum of six feet (6') in all directions (unless otherwise specified) from the perimeter of the equipment. (Playground equipment that is between eighteen inches (18") and twenty-four inches (24") at the highest accessible point and that was installed prior to the enforcement date of this revision is allowable without protective surfacing, as long as it meets all other requirements.)"	
900.909.2	PLAYGROUNDS/OUTDOOR LEARNING ENVIRONMENT	Protective Surfacing	Swings require use zones and protective surfacing regardless of height.	
900.909.3a	PLAYGROUNDS/OUTDOOR LEARNING ENVIRONMENT	Protective Surfacing	Use zone protective surfacing depths shall be as follows: Minimum compressed loose-fill protective surfacing depths	6 inches - Shredded/recycled rubber - Protects to Fall Height of 10 feet *Shredded and recycled rubber loose-fill protective surfacing does not compress in the same manner as other loose-fill materials. However, it is recommended that care be taken to maintain a constant depth as displacement may still occur.
900.909.3b	PLAYGROUNDS/OUTDOOR LEARNING ENVIRONMENT	Protective Surfacing	Use zone protective surfacing depths shall be as follows: Minimum compressed loose-fill protective surfacing depths	9 inches - Sand - Protects to Fall Height of 4 feet
900.909.3c	PLAYGROUNDS/OUTDOOR LEARNING ENVIRONMENT	Protective Surfacing	Use zone protective surfacing depths shall be as follows: Minimum compressed loose-fill protective surfacing depths	9 inches- Pea Gravel - Protects to Fall Height of 5 feet
900.909.3d	PLAYGROUNDS/OUTDOOR LEARNING ENVIRONMENT	Protective Surfacing	Use zone protective surfacing depths shall be as follows: Minimum compressed loose-fill protective surfacing depths	9 inches - Wood mulch (non-CCA) - Protects to Fall Height of 7 feet
900.909.3e	PLAYGROUNDS/OUTDOOR LEARNING ENVIRONMENT	Protective Surfacing	Use zone protective surfacing depths shall be as follows: Minimum compressed loose-fill protective surfacing depths	9 inches - Wood chips - Protects to Fall Height of 10 feet
900.909.4a	PLAYGROUNDS/OUTDOOR LEARNING ENVIRONMENT	Protective Surfacing	Shock absorbent material such as sand, pea gravel, wood chips, wood mulch, shredded tires, etc., shall be used in use zone areas under and around playground equipment which requires a use zone.	When purchasing gravel, care should be taken prior to purchase to ensure that the gravel is actually pea gravel that is smooth and rounded, and not crushed rock or gravel with sharp edges. Crushed rock and sharp gravel will not be approved;
900.909.4b	PLAYGROUNDS/OUTDOOR LEARNING ENVIRONMENT	Protective Surfacing	Shock absorbent material such as sand, pea gravel, wood chips, wood mulch, shredded tires, etc., shall be used in use zone areas under and around playground equipment which requires a use zone.	Pea gravel used for use zones shall not be over one-half inch (½) in diameter; and"
900.909.4c	PLAYGROUNDS/OUTDOOR LEARNING ENVIRONMENT	Protective Surfacing	Shock absorbent material such as sand, pea gravel, wood chips, wood mulch, shredded tires, etc., shall be used in use zone areas under and around playground equipment which requires a use zone.	Different types of protective surfacing materials shall not be combined within the same use zone area.
900.909.5	PLAYGROUNDS/OUTDOOR LEARNING ENVIRONMENT	Protective Surfacing	Hard surface materials, such as asphalt and concrete shall not be used as base surfaces in the use zones except under commercial matting or other systems and products designed to be installed over hard surfaces as directed by the manufacturer.	
900.909.6	PLAYGROUNDS/OUTDOOR LEARNING ENVIRONMENT	Protective Surfacing	SLIDES: The use zone for slides measuring six feet (6') or over, measured from the slide platform to the ground, shall extend eight feet (8') from the exit end of the slide. Use zones for slides measuring under six feet (6') from the platform to the ground shall extend six feet (6') from the exit end of the slide.	
900.909.7	PLAYGROUNDS/OUTDOOR LEARNING ENVIRONMENT	Protective Surfacing	SWINGS: The use zone for single-axis swings (standard swings) (except toddler swings) shall extend to the front and to the rear of the swing a minimum distance of two (2) times the height of the pivot point (where the chain attaches to the frame) above the playing surface. The use zone for toddler swings shall extend to the front and rear of the swing a minimum of two (2) times the distance from the pivot point to the swing seat. Use zones shall also extend six feet (6') to the sides of the swing set.	
900.909.8	PLAYGROUNDS/OUTDOOR LEARNING ENVIRONMENT	Protective Surfacing	SWINGS: The use zone for multi-axis swings (such as tire swings or others with three (3) or more suspending chains) shall extend in all directions a minimum of six feet (6'), plus the height of the suspending rod or chain. The use zone from the end of the structure must also extend a minimum of six feet (6') feet in all directions.	
900.909.9	PLAYGROUNDS/OUTDOOR LEARNING ENVIRONMENT	Protective Surfacing	Use zones shall be free of obstacles onto which children may fall.	
1000.1001.1	FURNITURE AND EQUIPMENT	Furniture and Equipment Requirements	All manufacturer guidelines shall be followed for furniture and equipment that is used by, or around, children.	
1000.1001.2	FURNITURE AND EQUIPMENT	Furniture and Equipment Requirements	All equipment shall be sturdy, clean, and safe.	
1000.1001.3	FURNITURE AND EQUIPMENT	Furniture and Equipment Requirements	Paint on toys, equipment, and other materials shall be lead free.	
1000.1001.4	FURNITURE AND EQUIPMENT	Furniture and Equipment Requirements	Child size tables and chairs, highchairs, or other age appropriate and comfortable seating options shall be used during snack and meal times.	
1000.1001.5	FURNITURE AND EQUIPMENT	Furniture and Equipment Requirements	Safety straps shall be used at all times in high chairs or any other seats designed to be used with straps.	
1000.1001.6	FURNITURE AND EQUIPMENT	Furniture and Equipment Requirements	The center shall provide individualized space for storing personal belongings.	
1000.1001.7	FURNITURE AND EQUIPMENT	Furniture and Equipment Requirements	There shall be storage space for extra materials and other equipment when not in use.	
1000.1001.8	FURNITURE AND EQUIPMENT	Furniture and Equipment Requirements	Outdoor equipment that requires use zones and protective surfacing shall require the same use zones and protective surfacing if used inside the facility. (This does not apply to equipment specifically designed for indoor use only.)	
1000.1002.1	FURNITURE AND EQUIPMENT	Sleeping Requirements for Preschool	There shall be a labeled, individual cot or mat, bottom sheet, and adequate cover for each child in care during rest time.	
1000.1002.2	FURNITURE AND EQUIPMENT	Sleeping Requirements for Preschool	The use of mats shall be acceptable if they are at least two inches (2) thick, washable, waterproof, and size-appropriate for children."	
1000.1002.3	FURNITURE AND EQUIPMENT	Sleeping Requirements for Preschool	All sleeping equipment shall be kept at least one foot (1') apart for napping to prevent cross contamination and to ensure ease of access in an emergency.	
1000.1002.4	FURNITURE AND EQUIPMENT	Sleeping Requirements for Preschool	Sheets and covers shall be washed at least once a week or more frequently as needed. Once a sheet, cover, or blanket has been used by a child, it shall not be used by another child until it has been washed.	
1000.1003.1	FURNITURE AND EQUIPMENT	Infant and Toddler Furniture and Equipment Requirements	Sleeping infants and toddlers shall be visually monitored at all times and physically checked regularly for breathing.	
1000.1003.10a	FURNITURE AND EQUIPMENT	Infant and Toddler Furniture and Equipment Requirements	The following guidelines shall be required for cribs:	Slats shall be no greater than two and three-eighths inches (2/3/8) apart;"

Regulation #	Regulation Description	Regulation Sub-Description	Regulation	Sub-Regulation
1000.1003.10b	FURNITURE AND EQUIPMENT	Infant and Toddler Furniture and Equipment Requirements	The following guidelines shall be required for cribs:	Cribs that have end panels with decorative cutout areas shall not be used;
1000.1003.10c	FURNITURE AND EQUIPMENT	Infant and Toddler Furniture and Equipment Requirements	The following guidelines shall be required for cribs:	Mattresses shall fit snugly in the crib, be waterproof, and in good repair;
1000.1003.10d	FURNITURE AND EQUIPMENT	Infant and Toddler Furniture and Equipment Requirements	The following guidelines shall be required for cribs:	The space between crib and mattress shall measure no more than one inch (1);"
1000.1003.10e	FURNITURE AND EQUIPMENT	Infant and Toddler Furniture and Equipment Requirements	The following guidelines shall be required for cribs:	Corner posts shall be the same height as end panels; and
1000.1003.10f	FURNITURE AND EQUIPMENT	Infant and Toddler Furniture and Equipment Requirements	The following guidelines shall be required for cribs:	End panels shall extend below mattress at the lowest position of the mattress.
1000.1003.11	FURNITURE AND EQUIPMENT	Infant and Toddler Furniture and Equipment Requirements	Crib bedding shall be changed daily or more frequently when wet or soiled.	
1000.1003.2	FURNITURE AND EQUIPMENT	Infant and Toddler Furniture and Equipment Requirements	Infants and toddlers shall be placed in age appropriate cribs, cots, or mats meeting Consumer Product Safety Commission (CPSC) standards, for when they fall asleep. (Note: Also, any items used in the crib must be used according to manufacturer guidelines, regardless if the child is sleeping or not, in accordance with 1001.1.)	
1000.1003.3	FURNITURE AND EQUIPMENT	Infant and Toddler Furniture and Equipment Requirements	Infants (children twelve (12) months of age and below) shall be placed flat on their backs to sleep, in accordance with American Academy of Pediatrics guidelines, to lessen the risk of suffocation and Sudden Infant Death Syndrome (SIDS). (If a child rolls over on his or her own, the facility is not required to reposition the child.) If there is a medical reason a child cannot sleep on his or her back, then a signed statement from the child's physician must be in the file stating the reason, the sleep position indicated, and the time frame this is required.	
1000.1003.4	FURNITURE AND EQUIPMENT	Infant and Toddler Furniture and Equipment Requirements	Infants' sleep space (e.g. crib) shall be free of loose bedding. If a light blanket is necessary, it should be kept at or below the mid-chest area of the child. Staff shall not cover the faces of infants.	
1000.1003.5	FURNITURE AND EQUIPMENT	Infant and Toddler Furniture and Equipment Requirements	Swaddling infants is not recommended and shall require a note from the child's physician if continued past the age of three (3) months.	
1000.1003.6	FURNITURE AND EQUIPMENT	Infant and Toddler Furniture and Equipment Requirements	Pillows (including nursing or "boppy" pillows), bumpers and bumper pads, and stuffed animals shall not be placed in cribs.	
1000.1003.7	FURNITURE AND EQUIPMENT	Infant and Toddler Furniture and Equipment Requirements	Bibs, necklaces, and garments with ties or hoods shall be removed from infants prior to rest and naptime to reduce the risk of entanglement and strangulation while the child is sleeping.	
1000.1003.8	FURNITURE AND EQUIPMENT	Infant and Toddler Furniture and Equipment Requirements	Any cribs or playpens that have been identified as unsafe or have been subject to recall as defined by the Consumer Products Safety Commission (CPSC) guidelines or law, shall be removed or repaired as indicated.	
1000.1003.9	FURNITURE AND EQUIPMENT	Infant and Toddler Furniture and Equipment Requirements	An individually labeled crib or safe playpen with a waterproof mattress shall be provided for each child less than twelve (12) months of age. A bassinet shall not be used. (Please note that the CPSC does not recommend the use of playpens in licensed child care.)	
1100.1101.1	HEALTH	General Health Requirements	No child or staff shall be admitted who has a contagious or infectious disease.	
1100.1101.10	HEALTH	General Health Requirements	Medicine shall be stored at the proper temperature, separately from food at all times.	
1100.1101.11a	HEALTH	General Health Requirements	A first aid supply shall be kept out of reach of the children. A first aid kit containing medications shall be locked. This kit shall include the following:	Adhesive Band-Aids (various sizes);
1100.1101.11b	HEALTH	General Health Requirements	A first aid supply shall be kept out of reach of the children. A first aid kit containing medications shall be locked. This kit shall include the following:	Sterile gauze squares;
1100.1101.11c	HEALTH	General Health Requirements	A first aid supply shall be kept out of reach of the children. A first aid kit containing medications shall be locked. This kit shall include the following:	Adhesive tape;
1100.1101.11d	HEALTH	General Health Requirements	A first aid supply shall be kept out of reach of the children. A first aid kit containing medications shall be locked. This kit shall include the following:	Roll of gauze bandages;
1100.1101.11e	HEALTH	General Health Requirements	A first aid supply shall be kept out of reach of the children. A first aid kit containing medications shall be locked. This kit shall include the following:	Antiseptic;
1100.1101.11f	HEALTH	General Health Requirements	A first aid supply shall be kept out of reach of the children. A first aid kit containing medications shall be locked. This kit shall include the following:	Thermometer;
1100.1101.11g	HEALTH	General Health Requirements	A first aid supply shall be kept out of reach of the children. A first aid kit containing medications shall be locked. This kit shall include the following:	Scissors;
1100.1101.11h	HEALTH	General Health Requirements	A first aid supply shall be kept out of reach of the children. A first aid kit containing medications shall be locked. This kit shall include the following:	Disposable gloves; and
1100.1101.11i	HEALTH	General Health Requirements	A first aid supply shall be kept out of reach of the children. A first aid kit containing medications shall be locked. This kit shall include the following:	Tweezers.
1100.1101.12	HEALTH	General Health Requirements	Medicine shall be kept out of the reach of the children when dispensing and shall be stored in a locked area at all other times.	
1100.1101.13	HEALTH	General Health Requirements	The staff person who administers the medication shall initial the permission slip and record the date, time, and dosage administered.	
1100.1101.14a	HEALTH	General Health Requirements	Facilities shall comply with the Clean Indoor Air Act of 2006. Smoking (including e-cigarettes) in a child care center is prohibited at all times. This includes:	All areas of the facility, regardless of whether children are in care (includes time periods such as nights, weekends, holidays, etc., also includes office areas or other areas of the facility that share the same ventilation systems);
1100.1101.14b	HEALTH	General Health Requirements	Facilities shall comply with the Clean Indoor Air Act of 2006. Smoking (including e-cigarettes) in a child care center is prohibited at all times. This includes:	Outdoor play area(s);
1100.1101.14c	HEALTH	General Health Requirements	Facilities shall comply with the Clean Indoor Air Act of 2006. Smoking (including e-cigarettes) in a child care center is prohibited at all times. This includes:	Other outdoor areas when children are present; and
1100.1101.14d	HEALTH	General Health Requirements	Facilities shall comply with the Clean Indoor Air Act of 2006. Smoking (including e-cigarettes) in a child care center is prohibited at all times. This includes:	In any vehicle used to transport children, whether children are present in the vehicle or not.
1100.1101.15	HEALTH	General Health Requirements	The facility shall follow any health or medical care plans and/or medical documentation as provided by the child's physician, parent, or guardian.	
1100.1101.16	HEALTH	General Health Requirements	It is recommended that universal precautions be used when handling and disposing of materials containing bodily secretions such as wet or soiled diapers, fecal matter, etc. Universal precautions shall be used when handling items contaminated by blood. These items shall be disposed of separately and by using rubber gloves that shall be properly disposed of after each use. (Note: hands must be washed even after gloves are used.)	

Regulation #	Regulation Description	Regulation Sub-Description	Regulation	Sub-Regulation
1100.1101.17	HEALTH	General Health Requirements	Garbage and soiled diapers shall be kept in closed containers. Garbage and trash shall be removed from the center daily and from the grounds at least once a week.	
1100.1101.18	HEALTH	General Health Requirements	The facility shall be free of insects, rodents, and pests.	
1100.1101.19	HEALTH	General Health Requirements	There shall be no pets or animals allowed that present a health and safety threat. A licensed veterinarian shall certify that dogs and cats have a current vaccination against rabies.	
1100.1101.2	HEALTH	General Health Requirements	The parent or legal guardian shall be notified as soon as possible when a child has any symptom that requires exclusion from the facility. The child shall be separated from other children and closely monitored until the parent arrives to pick the child up.	
1100.1101.20a	HEALTH	General Health Requirements	The communicable diseases listed in Appendix B, whether suspected in a child or adult shall be reported within twenty-four (24) hours to either the local County Health Unit or the toll-free Reporting System (800-482-8888). Immediate notification is recommended for the following:	Hepatitis;
1100.1101.20b	HEALTH	General Health Requirements	The communicable diseases listed in Appendix B, whether suspected in a child or adult shall be reported within twenty-four (24) hours to either the local County Health Unit or the toll-free Reporting System (800-482-8888). Immediate notification is recommended for the following:	Rash illness (including Measles and Rubella);
1100.1101.20c	HEALTH	General Health Requirements	The communicable diseases listed in Appendix B, whether suspected in a child or adult shall be reported within twenty-four (24) hours to either the local County Health Unit or the toll-free Reporting System (800-482-8888). Immediate notification is recommended for the following:	Whooping Cough (Pertussis);
1100.1101.20d	HEALTH	General Health Requirements	The communicable diseases listed in Appendix B, whether suspected in a child or adult shall be reported within twenty-four (24) hours to either the local County Health Unit or the toll-free Reporting System (800-482-8888). Immediate notification is recommended for the following:	Meningitis;
1100.1101.20e	HEALTH	General Health Requirements	The communicable diseases listed in Appendix B, whether suspected in a child or adult shall be reported within twenty-four (24) hours to either the local County Health Unit or the toll-free Reporting System (800-482-8888). Immediate notification is recommended for the following:	Mumps;
1100.1101.20f	HEALTH	General Health Requirements	The communicable diseases listed in Appendix B, whether suspected in a child or adult shall be reported within twenty-four (24) hours to either the local County Health Unit or the toll-free Reporting System (800-482-8888). Immediate notification is recommended for the following:	Tuberculosis;
1100.1101.20g	HEALTH	General Health Requirements	The communicable diseases listed in Appendix B, whether suspected in a child or adult shall be reported within twenty-four (24) hours to either the local County Health Unit or the toll-free Reporting System (800-482-8888). Immediate notification is recommended for the following:	Salmonellas (including Typhoid); and
1100.1101.20h	HEALTH	General Health Requirements	The communicable diseases listed in Appendix B, whether suspected in a child or adult shall be reported within twenty-four (24) hours to either the local County Health Unit or the toll-free Reporting System (800-482-8888). Immediate notification is recommended for the following:	E-coli.
1100.1101.21a	HEALTH	General Health Requirements	Reporting data should include:	The reporter's name, location, and phone number;
1100.1101.21b	HEALTH	General Health Requirements	Reporting data should include:	The name of the disease reported and the date of onset;
1100.1101.21c	HEALTH	General Health Requirements	Reporting data should include:	The patient's name, address, phone number, age, sex and race (Please spell the patient's name);
1100.1101.21d	HEALTH	General Health Requirements	Reporting data should include:	The attending physician's name, location, and phone number;
1100.1101.21e	HEALTH	General Health Requirements	Reporting data should include:	Any pertinent clinical and laboratory information used in the diagnosis (Please give the laboratory name); and
1100.1101.21f	HEALTH	General Health Requirements	Reporting data should include:	Any treatment information, if known.
1100.1101.22	HEALTH	General Health Requirements	A roster shall be maintained on infants and toddlers who have not completed the minimum immunization requirements and parents shall be notified of the needed immunization(s).	
1100.1101.23	HEALTH	General Health Requirements	Within fifteen (15) days of enrollment of a child, the child care facility shall verify that the child has been immunized as required by the Arkansas Department of Health (ADH) and the Department of Human Services (DHS) or the child cannot remain in care (Arkansas Code § 20-78-206 as amended by Act 870 of 1997-- a current immunization schedule is provided as an insert in this publication.	
1100.1101.24	HEALTH	General Health Requirements	It is recommended that all staff members who have direct contact with children receive annual Influenza (flu) immunizations.	
1100.1101.25	HEALTH	General Health Requirements	It is recommended that all staff members who have direct contact with children receive a one-time Tdap (Diphtheria, Tetanus, and Pertussis) immunization.	
1100.1101.26	HEALTH	General Health Requirements	It is recommended that all staff members who have direct contact with children receive the recommended series of immunizations for chicken pox, mumps, measles, and rubella or evidence of immunity.	
1100.1101.27	HEALTH	General Health Requirements	Children shall be protected from overexposure to the sun. Sunscreen shall be used if needed and as directed by the parent. Suntan lotions and sunscreens used for infants, toddlers, and preschool children shall be kept out of the children's reach and shall be administered only with written parental permission. School age children may apply sunscreen to themselves with supervision. Blanket permission may be obtained annually.	
1100.1101.28	HEALTH	General Health Requirements	It is recommended that the facility have an automated external defibrillator on site and have a staff member(s) on-site who is trained in the proper use of this device.	
1100.1101.3a	HEALTH	General Health Requirements	The caregiver shall determine if the illness prevents the child from participating comfortably in activities, results in a greater need for care than the child care staff can provide without compromising the health and safety of the other children, or poses a risk of spread of harmful diseases to others. The caregiver shall temporarily exclude the child from child care if the child has:	Sudden change in behavior, such as: • lethargy or lack of responsiveness. • unexplained irritability or persistent crying. • difficult breathing. • a quickly-spreading rash.

Regulation #	Regulation Description	Regulation Sub-Description	Regulation	Sub-Regulation
1100.1101.3b	HEALTH	General Health Requirements	The caregiver shall determine if the illness prevents the child from participating comfortably in activities, results in a greater need for care than the child care staff can provide without compromising the health and safety of the other children, or poses a risk of spread of harmful diseases to others. The caregiver shall temporarily exclude the child from child care if the child has:	Fever over one hundred and one (101) degrees oral or one hundred (100) axillary (or equivalent method) in a child who also has pain, behavior changes, or other symptoms of illness; • An infant younger than two (2) months with any increased temperature shall get urgent medical attention, within an hour. • An infant younger than six (6) months with any increased temperature shall be medically evaluated.
1100.1101.3c	HEALTH	General Health Requirements	The caregiver shall determine if the illness prevents the child from participating comfortably in activities, results in a greater need for care than the child care staff can provide without compromising the health and safety of the other children, or poses a risk of spread of harmful diseases to others. The caregiver shall temporarily exclude the child from child care if the child has:	Diarrhea, defined as watery and runny stools if frequency exceeds two (2) or more stools above normal for that child, and is not related to a change in diet or medication (Exclusion from child care is required if diarrhea cannot be contained in the diaper or if diarrhea is causing soiled clothing in toilet-trained children);
1100.1101.3d	HEALTH	General Health Requirements	The caregiver shall determine if the illness prevents the child from participating comfortably in activities, results in a greater need for care than the child care staff can provide without compromising the health and safety of the other children, or poses a risk of spread of harmful diseases to others. The caregiver shall temporarily exclude the child from child care if the child has:	Blood or mucus in stools (unless caused by hard stools);
1100.1101.3e	HEALTH	General Health Requirements	The caregiver shall determine if the illness prevents the child from participating comfortably in activities, results in a greater need for care than the child care staff can provide without compromising the health and safety of the other children, or poses a risk of spread of harmful diseases to others. The caregiver shall temporarily exclude the child from child care if the child has:	Vomiting illness (two (2) or more episodes of vomiting in the previous twenty-four (24) hours);
1100.1101.3f	HEALTH	General Health Requirements	The caregiver shall determine if the illness prevents the child from participating comfortably in activities, results in a greater need for care than the child care staff can provide without compromising the health and safety of the other children, or poses a risk of spread of harmful diseases to others. The caregiver shall temporarily exclude the child from child care if the child has:	Abdominal pain which lasts more than two (2) hours;
1100.1101.3g	HEALTH	General Health Requirements	The caregiver shall determine if the illness prevents the child from participating comfortably in activities, results in a greater need for care than the child care staff can provide without compromising the health and safety of the other children, or poses a risk of spread of harmful diseases to others. The caregiver shall temporarily exclude the child from child care if the child has:	Mouth sores with drooling;
1100.1101.3h	HEALTH	General Health Requirements	The caregiver shall determine if the illness prevents the child from participating comfortably in activities, results in a greater need for care than the child care staff can provide without compromising the health and safety of the other children, or poses a risk of spread of harmful diseases to others. The caregiver shall temporarily exclude the child from child care if the child has:	Rash with fever or behavior change;
1100.1101.3i	HEALTH	General Health Requirements	The caregiver shall determine if the illness prevents the child from participating comfortably in activities, results in a greater need for care than the child care staff can provide without compromising the health and safety of the other children, or poses a risk of spread of harmful diseases to others. The caregiver shall temporarily exclude the child from child care if the child has:	Conjunctivitis or “pink eye” – with white, yellow, or green eye discharge, and red (“bloodshot”) eyes, exclude only if child has: • Fever; • eye pain; • redness or swelling of the skin around the eyes; or • if more than one (1) child in the program has symptoms.
1100.1101.3j	HEALTH	General Health Requirements	The caregiver shall determine if the illness prevents the child from participating comfortably in activities, results in a greater need for care than the child care staff can provide without compromising the health and safety of the other children, or poses a risk of spread of harmful diseases to others. The caregiver shall temporarily exclude the child from child care if the child has:	Pediculosis (head lice), until after the first treatment;
1100.1101.3k	HEALTH	General Health Requirements	The caregiver shall determine if the illness prevents the child from participating comfortably in activities, results in a greater need for care than the child care staff can provide without compromising the health and safety of the other children, or poses a risk of spread of harmful diseases to others. The caregiver shall temporarily exclude the child from child care if the child has:	Active tuberculosis, until a health care provider or health official states that the child is on appropriate therapy and can attend child care;
1100.1101.3l	HEALTH	General Health Requirements	The caregiver shall determine if the illness prevents the child from participating comfortably in activities, results in a greater need for care than the child care staff can provide without compromising the health and safety of the other children, or poses a risk of spread of harmful diseases to others. The caregiver shall temporarily exclude the child from child care if the child has:	Impetigo, until treatment has been started;
1100.1101.3m	HEALTH	General Health Requirements	The caregiver shall determine if the illness prevents the child from participating comfortably in activities, results in a greater need for care than the child care staff can provide without compromising the health and safety of the other children, or poses a risk of spread of harmful diseases to others. The caregiver shall temporarily exclude the child from child care if the child has:	Strep throat, until twenty-four (24) hours after antibiotic treatment has been started;
1100.1101.3n	HEALTH	General Health Requirements	The caregiver shall determine if the illness prevents the child from participating comfortably in activities, results in a greater need for care than the child care staff can provide without compromising the health and safety of the other children, or poses a risk of spread of harmful diseases to others. The caregiver shall temporarily exclude the child from child care if the child has:	Chicken pox, until all lesions have crusted (usually six (6) days after the rash appears);
1100.1101.3o	HEALTH	General Health Requirements	The caregiver shall determine if the illness prevents the child from participating comfortably in activities, results in a greater need for care than the child care staff can provide without compromising the health and safety of the other children, or poses a risk of spread of harmful diseases to others. The caregiver shall temporarily exclude the child from child care if the child has:	Rubella, until six (6) days after onset of rash;
1100.1101.3p	HEALTH	General Health Requirements	The caregiver shall determine if the illness prevents the child from participating comfortably in activities, results in a greater need for care than the child care staff can provide without compromising the health and safety of the other children, or poses a risk of spread of harmful diseases to others. The caregiver shall temporarily exclude the child from child care if the child has:	Pertussis (whooping cough); until five (5) days of antibiotic treatment;
1100.1101.3q	HEALTH	General Health Requirements	The caregiver shall determine if the illness prevents the child from participating comfortably in activities, results in a greater need for care than the child care staff can provide without compromising the health and safety of the other children, or poses a risk of spread of harmful diseases to others. The caregiver shall temporarily exclude the child from child care if the child has:	Mumps, until five (5) days after onset of gland swelling;

Regulation #	Regulation Description	Regulation Sub-Description	Regulation	Sub-Regulation
1100.1101.3r	HEALTH	General Health Requirements	The caregiver shall determine if the illness prevents the child from participating comfortably in activities, results in a greater need for care than the child care staff can provide without compromising the health and safety of the other children, or poses a risk of spread of harmful diseases to others. The caregiver shall temporarily exclude the child from child care if the child has:	Measles, until four (4) days after onset of rash; and
1100.1101.3s	HEALTH	General Health Requirements	The caregiver shall determine if the illness prevents the child from participating comfortably in activities, results in a greater need for care than the child care staff can provide without compromising the health and safety of the other children, or poses a risk of spread of harmful diseases to others. The caregiver shall temporarily exclude the child from child care if the child has:	Hepatitis A, until one (1) week after onset of illness or as directed by the health department.
1100.1101.4	HEALTH	General Health Requirements	Any child who is injured shall have immediate attention. Parents shall be notified of all injuries. Injuries that require the attention of medical personnel shall be reported to the parent immediately and to the Licensing Unit within one (1) business day.	
1100.1101.5	HEALTH	General Health Requirements	Parents or guardians of all children shall be notified of contagious illness as soon as possible.	
1100.1101.6	HEALTH	General Health Requirements	Medication shall be given to children only with signed parental permission which includes date, type, drug name, time and dosage, length of time to give medication, and what the medication is being given for. It shall be in the original container with a child resistant cap, not have an expired date, and be labeled with the child's name. (Aspirin substitutes, such as ibuprofen and acetaminophen, may be provided by the facility if parental permission has been granted. These medications shall be in the original container.) Staff shall not dispense medications in dosages that exceed the recommendations stated on the medication bottle.	
1100.1101.7	HEALTH	General Health Requirements	Children with special health care needs (ex. asthma, seizures, diabetes, etc.) who require scheduled daily medications or medications to be given on an emergent basis (Benadryl, EpiPen, rescue asthma medication, etc.) shall have a care plan. Care plans shall have clearly stated parameters, directions, and symptoms for giving the medications. Care plans shall be updated as needed, but at least yearly.	
1100.1101.8	HEALTH	General Health Requirements	The facility shall share information with families regarding medical homes for children.	
1100.1101.9	HEALTH	General Health Requirements	Medication shall be returned to the parent or disposed of properly when a child withdraws from the program or when the medication is out of date.	
1100.1102.1	HEALTH	Hand Washing	Individual towels, paper towels, or forced air dryers shall be within the reach of children.	
1100.1102.2	HEALTH	Hand Washing	A liquid soap shall be accessible in the hand washing area and used by caregivers and children.	
1100.1102.3	HEALTH	Hand Washing	Running water shall be available in all lavatories.	
1100.1102.4	HEALTH	Hand Washing	Caregiver's and children's hands shall be washed with soap before meals and snacks, after toileting, after each diaper change, and as needed. The use of hand sanitizer shall not be a replacement for soap and running water.	
1100.1102.5	HEALTH	Hand Washing	A washcloth or towel shall not be used more than one (1) time before laundering.	
1100.1103.1	HEALTH	Infant and Toddler-Hand Washing	Caregivers' hands shall be washed with soap upon entering the work area.	
1100.1103.2	HEALTH	Infant and Toddler-Hand Washing	There shall be at least one (1) sink in each infant and toddler room for ages under eighteen (18) months for diapering.	
1100.1104.1	HEALTH	Drinking Facilities	The water supply shall be approved by the Arkansas Department of Health (ADH).	
1100.1104.2	HEALTH	Drinking Facilities	Drinking water shall be provided to the children.	
1100.1104.3	HEALTH	Drinking Facilities	Drinking water shall not be obtained from the hot water supply.	
1100.1105.1	HEALTH	Toilet Facilities	There shall be one (1) toilet and one (1) sink available for each group of fifteen (15) children.	
1100.1105.2	HEALTH	Toilet Facilities	Clean clothes shall be available for children who soil themselves.	
1100.1105.3	HEALTH	Toilet Facilities	Each center licensed or approved for more than thirty (30) children over the age of eighteen (18) months shall have a separate rest room for staff. Infant and Toddler Center staff and Day Care Center staff may share the same toilet facilities when both programs are located in the same building.	
1100.1105.4	HEALTH	Toilet Facilities	Toilet tissue shall be located within reach of the children when toileting.	
1100.1106.1	HEALTH	Infant and Toddler Toilet Facilities	For every fifteen (15) children, eighteen (18) months of age and above, there shall be one (1) toilet and sink.	
1100.1106.2	HEALTH	Infant and Toddler Toilet Facilities	The child care center shall provide a bathroom that opens directly into the room where toddlers are located.	
1100.1106.3	HEALTH	Infant and Toddler Toilet Facilities	Potty chairs shall not be counted in lieu of conventional toilets. If potty chairs are used, they shall be placed in the same area with a conventional toilet and sink and shall be emptied and sanitized immediately after each use.	
1100.1107.1	HEALTH	Diaper Changing	A hand washing sink shall be available for the staff within the diaper change areas.	
1100.1107.2a	HEALTH	Diaper Changing	There shall be a safe diaper changing table that meets the following requirements:	Impervious (non-absorbent) smooth surfaces that do not trap soil and are easily disinfected;
1100.1107.2b	HEALTH	Diaper Changing	There shall be a safe diaper changing table that meets the following requirements:	There shall be a changing pad capable of being sanitized used as a cushion between the child and the changing table surface;
1100.1107.2c	HEALTH	Diaper Changing	There shall be a safe diaper changing table that meets the following requirements:	The table shall be sturdy and stable to prevent tipping over;
1100.1107.2d	HEALTH	Diaper Changing	There shall be a safe diaper changing table that meets the following requirements:	The table shall be a convenient height for use by caregivers and teachers;
1100.1107.2e	HEALTH	Diaper Changing	There shall be a safe diaper changing table that meets the following requirements:	The table shall be equipped with a raised edge or other provision to help reduce the risk of a child rolling off of the table.
1100.1107.3	HEALTH	Diaper Changing	Children shall always be attended during diapering.	
1100.1107.4	HEALTH	Diaper Changing	Soiled or wet diapers shall be removed and replaced with clean, dry diapers. The caregiver shall ensure that children are properly cleaned and dried.	
1100.1107.5	HEALTH	Diaper Changing	Soiled cloth diapers or clothing shall not be rinsed. If a child's own diapers are used, they shall be sanitarily bagged to be taken home daily.	
1100.1107.6	HEALTH	Diaper Changing	Diaper covers or plastic pants shall be handled in the same manner as cloth diapers.	
1100.1107.7	HEALTH	Diaper Changing	All diapering preparations shall be placed out of the reach of children. The use of all diapering preparations shall be agreed upon by the caregiver and parent.	

Regulation #	Regulation Description	Regulation Sub-Description	Regulation	Sub-Regulation
1100.1108.1	HEALTH	Toilet Learning	The caregiver shall assist children in toilet routine and hygiene practices.	
1100.1108.2a	HEALTH	Toilet Learning	The following methods shall not be used in toilet learning:	Placing child on toilet or potty chair for prolonged time periods;
1100.1108.2b	HEALTH	Toilet Learning	The following methods shall not be used in toilet learning:	Using harsh language;
1100.1108.2c	HEALTH	Toilet Learning	The following methods shall not be used in toilet learning:	Punishing or berating in any way for soiling clothing;
1100.1108.2d	HEALTH	Toilet Learning	The following methods shall not be used in toilet learning:	Using physical force to place child on a toilet or potty chair against their will; or
1100.1108.2e	HEALTH	Toilet Learning	The following methods shall not be used in toilet learning:	Leaving a child unsupervised on toilet.
1200.1201.10	SAFETY	Safety Requirements	The facility shall immediately notify the Licensing Unit of any extended utility outages or significant damage to the building or grounds. If phone service is not available, notification shall be as soon as service is restored or available.	
1200.1201.11	SAFETY	Safety Requirements	Child care centers shall maintain a log of all child product recalls and safety notices issued by Consumer Product Safety Commission (CPSC) or distributed by the Attorney General's Office and shall post or otherwise make these notices available for parents to review on site. The facility director shall certify, on an annual basis, that these notices have been maintained and reviewed and that any identified items have been removed from the facility. Forms for self-certification will be provided by the Licensing Specialist and shall be submitted annually. (Act 1313 of 2001).	
1200.1201.12	SAFETY	Safety Requirements	There shall be no alcoholic beverages in any part of the facility during hours of care.	
1200.1201.13	SAFETY	Safety Requirements	Illegal drugs or paraphernalia shall not be in any part of the facility or on the premises, regardless if children are present or not.	
1200.1201.14	SAFETY	Safety Requirements	All medications and poisonous substances shall be kept in separately locked areas.	
1200.1201.15	SAFETY	Safety Requirements	Rescue medications such as inhalers or EpiPens shall be inaccessible to children (kept in a cabinet with a child proof type safety latch or carried by a staff member).	
1200.1201.16	SAFETY	Safety Requirements	All detergents and cleaning supplies shall be kept out of the reach of children. (This does not include hand soap in children's or staff bathrooms.)	
1200.1201.17	SAFETY	Safety Requirements	Supplies used for children's activities shall be carefully supervised.	
1200.1201.18	SAFETY	Safety Requirements	All bags belonging to children shall be checked on arrival to eliminate possible hazards.	
1200.1201.19	SAFETY	Safety Requirements	Purses and bags belonging to staff shall be stored out of reach of children.	
1200.1201.1a	SAFETY	Safety Requirements	Within thirty (30) days of licensure and within thirty (30) days of any change or modification of the floor plan, the facility shall file a copy of their floor plan with the local Office of Emergency Management including the following (§ 20-78-228 Act 1159 of 2013):	A schematic drawing of the facility and property used by the child care facility including the configuration of rooms, spaces, and other physical features of the building;
1200.1201.1b	SAFETY	Safety Requirements	Within thirty (30) days of licensure and within thirty (30) days of any change or modification of the floor plan, the facility shall file a copy of their floor plan with the local Office of Emergency Management including the following (§ 20-78-228 Act 1159 of 2013):	The location or locations where children enrolled in child care spend time regularly;
1200.1201.1c	SAFETY	Safety Requirements	Within thirty (30) days of licensure and within thirty (30) days of any change or modification of the floor plan, the facility shall file a copy of their floor plan with the local Office of Emergency Management including the following (§ 20-78-228 Act 1159 of 2013):	The escape routes approved by the local fire department for the child care facility;
1200.1201.1d	SAFETY	Safety Requirements	Within thirty (30) days of licensure and within thirty (30) days of any change or modification of the floor plan, the facility shall file a copy of their floor plan with the local Office of Emergency Management including the following (§ 20-78-228 Act 1159 of 2013):	The licensed capacity and ages of children per room at the facility;
1200.1201.1e	SAFETY	Safety Requirements	Within thirty (30) days of licensure and within thirty (30) days of any change or modification of the floor plan, the facility shall file a copy of their floor plan with the local Office of Emergency Management including the following (§ 20-78-228 Act 1159 of 2013):	The contact information for at least two (2) emergency contacts for the facility; and
1200.1201.1f	SAFETY	Safety Requirements	Within thirty (30) days of licensure and within thirty (30) days of any change or modification of the floor plan, the facility shall file a copy of their floor plan with the local Office of Emergency Management including the following (§ 20-78-228 Act 1159 of 2013):	An aerial view of the child care facility and property used by the child care facility shall be included with the floor plan if available.
1200.1201.2	SAFETY	Safety Requirements	The facility shall have a written plan detailing the procedures to follow in the event of emergencies (fires, floods, tornadoes, utility disruptions, bomb threats, etc.) (Act 801 of 2009.) The plan and procedures are required for emergencies that could cause structural damage to the facility or pose a health or safety hazard to the children and staff. The Arkansas Department of Emergency Management may identify additional threats that are covered by the plan and procedures. This plan shall include provisions for "sheltering in place" or "lock down", in the event of situations that warrant these measures.	
1200.1201.20	SAFETY	Safety Requirements	Electrical outlets shall be guarded.	
1200.1201.21	SAFETY	Safety Requirements	Balloon use shall be carefully supervised.	
1200.1201.22	SAFETY	Safety Requirements	Staff shall be instructed in the use of fire extinguishers.	
1200.1201.23	SAFETY	Safety Requirements	The facility shall maintain smoke detectors and fire extinguishers as required by the Fire Department. Smoke detectors shall be kept in working order at all times.	
1200.1201.24	SAFETY	Safety Requirements	Chemicals and toxins shall not be stored in the food storage area.	
1200.1201.3a	SAFETY	Safety Requirements	The written plan shall include the following information:	Designated relocation site and evacuation route;
1200.1201.3b	SAFETY	Safety Requirements	The written plan shall include the following information:	Procedures for notifying parents of relocation;
1200.1201.3c	SAFETY	Safety Requirements	The written plan shall include the following information:	Procedures for ensuring family reunification;
1200.1201.3d	SAFETY	Safety Requirements	The written plan shall include the following information:	Procedures to address the needs of individual children, including children with special needs, disabilities, and children with chronic medical conditions;
1200.1201.3e	SAFETY	Safety Requirements	The written plan shall include the following information:	Procedures and documentation for annual training of staff regarding the plan and possible reassignment of staff duties in an emergency; and
1200.1201.3f	SAFETY	Safety Requirements	The written plan shall include the following information:	Plans to ensure that all staff and volunteers are familiar with the components of the plan.
1200.1201.4	SAFETY	Safety Requirements	The facility shall coordinate with local emergency management officials to plan for emergencies.	

Regulation #	Regulation Description	Regulation Sub-Description	Regulation	Sub-Regulation
1200.1201.5	SAFETY	Safety Requirements	The facility shall maintain, on site, a current copy of the Arkansas Comprehensive Emergency Management Plan issued by the Arkansas Division of Emergency Management. This plan shall be reviewed by the facility Director and signed and dated, indicating that they have reviewed the current plan and agree to comply with the provisions of the plan.	
1200.1201.6	SAFETY	Safety Requirements	Written procedures and evacuation diagrams for emergency drills shall be posted in each classroom.	
1200.1201.7a	SAFETY	Safety Requirements	Fire and tornado drills shall be practiced as follows:	Monthly;
1200.1201.7b	SAFETY	Safety Requirements	Fire and tornado drills shall be practiced as follows:	Fire and tornado drills shall be practiced on separate days and at different times of the day;
1200.1201.7c	SAFETY	Safety Requirements	Fire and tornado drills shall be practiced as follows:	Everyone in the facility, to include all program types (i.e. infant and toddler, preschool, school age), at the time of the drill shall participate in the drill;
1200.1201.7d	SAFETY	Safety Requirements	Fire and tornado drills shall be practiced as follows:	Staff, including volunteers and substitutes, shall be trained in emergency drill procedures;
1200.1201.7e	SAFETY	Safety Requirements	Fire and tornado drills shall be practiced as follows:	During all hours when children are in care (evenings, nights, weekends, etc.); and
1200.1201.7f	SAFETY	Safety Requirements	Fire and tornado drills shall be practiced as follows:	If applicable, the facility shall provide a crib with evacuation casters or equivalent that will provide one (1) bed for every six (6) infants, twelve (12) months and younger, that may be used for the safe evacuation of the infants.
1200.1201.8a	SAFETY	Safety Requirements	The facility shall maintain a record of emergency drills. This record shall include:	Date of drill;
1200.1201.8b	SAFETY	Safety Requirements	The facility shall maintain a record of emergency drills. This record shall include:	Type of drill;
1200.1201.8c	SAFETY	Safety Requirements	The facility shall maintain a record of emergency drills. This record shall include:	Time of day;
1200.1201.8d	SAFETY	Safety Requirements	The facility shall maintain a record of emergency drills. This record shall include:	Number of children participating in the drill;
1200.1201.8e	SAFETY	Safety Requirements	The facility shall maintain a record of emergency drills. This record shall include:	Length of time taken to reach safety; and
1200.1201.8f	SAFETY	Safety Requirements	The facility shall maintain a record of emergency drills. This record shall include:	Notes regarding any items that need improvement.
1200.1201.9a	SAFETY	Safety Requirements	The facility shall maintain an evacuation pack that shall be taken on all drills and during actual emergency evacuations. The pack shall be easily accessible in an emergency and all staff shall know the location of the pack. The evacuation pack shall include, but is not limited to the following:	List of emergency numbers;
1200.1201.9b	SAFETY	Safety Requirements	The facility shall maintain an evacuation pack that shall be taken on all drills and during actual emergency evacuations. The pack shall be easily accessible in an emergency and all staff shall know the location of the pack. The evacuation pack shall include, but is not limited to the following:	List of all emergency and contact information for children;
1200.1201.9c	SAFETY	Safety Requirements	The facility shall maintain an evacuation pack that shall be taken on all drills and during actual emergency evacuations. The pack shall be easily accessible in an emergency and all staff shall know the location of the pack. The evacuation pack shall include, but is not limited to the following:	List of all emergency and contact information for staff;
1200.1201.9d	SAFETY	Safety Requirements	The facility shall maintain an evacuation pack that shall be taken on all drills and during actual emergency evacuations. The pack shall be easily accessible in an emergency and all staff shall know the location of the pack. The evacuation pack shall include, but is not limited to the following:	First aid kit (requirement 1101.6) with extra gloves;
1200.1201.9e	SAFETY	Safety Requirements	The facility shall maintain an evacuation pack that shall be taken on all drills and during actual emergency evacuations. The pack shall be easily accessible in an emergency and all staff shall know the location of the pack. The evacuation pack shall include, but is not limited to the following:	Kleenex;
1200.1201.9f	SAFETY	Safety Requirements	The facility shall maintain an evacuation pack that shall be taken on all drills and during actual emergency evacuations. The pack shall be easily accessible in an emergency and all staff shall know the location of the pack. The evacuation pack shall include, but is not limited to the following:	Battery powered flashlight and extra batteries;
1200.1201.9g	SAFETY	Safety Requirements	The facility shall maintain an evacuation pack that shall be taken on all drills and during actual emergency evacuations. The pack shall be easily accessible in an emergency and all staff shall know the location of the pack. The evacuation pack shall include, but is not limited to the following:	Battery powered radio and extra batteries;
1200.1201.9h	SAFETY	Safety Requirements	The facility shall maintain an evacuation pack that shall be taken on all drills and during actual emergency evacuations. The pack shall be easily accessible in an emergency and all staff shall know the location of the pack. The evacuation pack shall include, but is not limited to the following:	Hand sanitizer;
1200.1201.9i	SAFETY	Safety Requirements	The facility shall maintain an evacuation pack that shall be taken on all drills and during actual emergency evacuations. The pack shall be easily accessible in an emergency and all staff shall know the location of the pack. The evacuation pack shall include, but is not limited to the following:	Notepad and pens or pencils;
1200.1201.9j	SAFETY	Safety Requirements	The facility shall maintain an evacuation pack that shall be taken on all drills and during actual emergency evacuations. The pack shall be easily accessible in an emergency and all staff shall know the location of the pack. The evacuation pack shall include, but is not limited to the following:	Whistle;
1200.1201.9k	SAFETY	Safety Requirements	The facility shall maintain an evacuation pack that shall be taken on all drills and during actual emergency evacuations. The pack shall be easily accessible in an emergency and all staff shall know the location of the pack. The evacuation pack shall include, but is not limited to the following:	Disposable cups;
1200.1201.9l	SAFETY	Safety Requirements	The facility shall maintain an evacuation pack that shall be taken on all drills and during actual emergency evacuations. The pack shall be easily accessible in an emergency and all staff shall know the location of the pack. The evacuation pack shall include, but is not limited to the following:	Wet wipes; and
1200.1201.9m	SAFETY	Safety Requirements	The facility shall maintain an evacuation pack that shall be taken on all drills and during actual emergency evacuations. The pack shall be easily accessible in an emergency and all staff shall know the location of the pack. The evacuation pack shall include, but is not limited to the following:	Emergency survival blanket.

Regulation #	Regulation Description	Regulation Sub-Description	Regulation	Sub-Regulation
1200.1202.1	SAFETY	Infant and Toddler Safety Requirements	Balloon use shall not be allowed in infant and toddler areas.	
1200.1202.2	SAFETY	Infant and Toddler Safety Requirements	Pacifiers, if used, shall not be secured around the neck by a cord or any other means that could represent a strangulation hazard.	
1200.1203.1a	SAFETY	Swimming Pools	Swimming pools and natural pools of water may be used for water play for children age three (3) and up if the following requirements are met:	Health Department approval where applicable;
1200.1203.1b	SAFETY	Swimming Pools	Swimming pools and natural pools of water may be used for water play for children age three (3) and up if the following requirements are met:	Written parental permission; and
1200.1203.1c	SAFETY	Swimming Pools	Swimming pools and natural pools of water may be used for water play for children age three (3) and up if the following requirements are met:	One (1) person present at all times who has current certification in Red Cross Life Saving or Y.M.C.A. aquatic instruction.
1200.1203.2a	SAFETY	Swimming Pools	Adult supervision of the children shall be provided at all times, with grouping based on the following staff to child ratio: (Unless children are participating in an authorized swimming instruction program.)	Kindergarten and up 1:8
1200.1203.2b	SAFETY	Swimming Pools	Adult supervision of the children shall be provided at all times, with grouping based on the following staff to child ratio: (Unless children are participating in an authorized swimming instruction program.)	Five (5) years 1:5
1200.1203.2c	SAFETY	Swimming Pools	Adult supervision of the children shall be provided at all times, with grouping based on the following staff to child ratio: (Unless children are participating in an authorized swimming instruction program.)	Four (4) years 1:3
1200.1203.2d	SAFETY	Swimming Pools	Adult supervision of the children shall be provided at all times, with grouping based on the following staff to child ratio: (Unless children are participating in an authorized swimming instruction program.)	Three (3) years 1:2
1200.1203.3	SAFETY	Swimming Pools	When children of different ages are swimming in a group, the staff to child ratio shall be based on the youngest child within the group.	
1200.1203.4	SAFETY	Swimming Pools	Lifeguards, swimming instructors, or any other swimming pool staff may be counted in the ratio when the facility's children are the only occupants of the pool and these persons have completed criminal and child maltreatment background checks and have a current health card.	
1200.1203.5	SAFETY	Swimming Pools	Swimming pools located within the play area of the center shall be enclosed. The enclosure shall consist of a locked gate and a fence that is at least four feet (4') high.	
1300.1301.1	TRANSPORTATION	Transportation Requirements	The requirements in this section apply to all transportation provided by the Licensee, including transportation provided by any person on behalf of the Licensee, regardless of whether the person is employed by the Licensee. Periodic transportation, such as a parent requesting that their child be picked up at school due to the parent's work schedule or other conflicts, is also covered by these requirements, whether a fee is charged for this service or not.	
1300.1301.10	TRANSPORTATION	Transportation Requirements	There shall be a seating space and an individual, appropriate restraint system provided for each child transported.	
1300.1301.11	TRANSPORTATION	Transportation Requirements	Rosters listing the date, the names, and the ages or dates, of birth of all children being transported as well as the name of the driver and any other staff member on the vehicle shall be maintained. These rosters shall be used to check children on and off the vehicle when they are picked up and dropped off at home, school, etc. and when they arrive at and leave the facility. Transportation rosters shall be kept by the facility and available for review for one (1) year.	
1300.1301.12	TRANSPORTATION	Transportation Requirements	To ensure that no children are left on the vehicle, the driver or a staff member must walk through the vehicle and physically inspect each seat before leaving the vehicle. The driver or the staff member, who conducted the walk-through inspection, must sign the transportation roster to verify that all children have exited the vehicle.	
1300.1301.13	TRANSPORTATION	Transportation Requirements	To ensure that children have safely arrived in the appropriate classroom, the transportation roster shall be reviewed by the Director or designee and compared with classroom attendance records. The Director or designee shall sign off on the transportation roster to verify that all children have safely transitioned from the vehicle to the classroom.	
1300.1301.14*1	TRANSPORTATION	Transportation Requirements	Any vehicles designed or used to transport more than seven (7) passengers and one (1) driver must have approved child safety alarm devices installed. These devices must be properly maintained in working order at all times. Vehicles in service at licensed facilities prior to July 1, 2005, shall have the alarm installed by a qualified technician or mechanic no later than December 31, 2005. On or after July 1, 2005, all vehicles at newly licensed facilities and newly acquired vehicles at existing facilities shall have a child safety alarm installed before placing the vehicle in service. The Child Care Licensing Unit shall maintain a list of approved alarm systems. Clarification – * The alarm system shall be installed so that the driver must walk to the very back of the vehicle to reach the switch that deactivates the alarm. Alarm switches installed in locations that do not require the driver to walk to the back of the vehicle and view all seating areas will not be acceptable. * The alarm system may be installed by any certified technician or mechanic employed by a recognized electronics or automotive business in accordance with the device manufacturer's recommendations. * The time delay from activation of the alarm until the alarm sounds shall be no longer than one (1) minute. Any of the following three (3) options are acceptable to meet the intent of Act 1979 when children are being delivered at the facility. Other options must be approved by the Licensing Unit.	Unload all of the children, walk through the vehicle to ensure that no children remain on board, and deactivate the alarm. (This option will only work if you are able to unload all children in less than one (1) minute.)

Regulation #	Regulation Description	Regulation Sub-Description	Regulation	Sub-Regulation
1300.1301.14*2	TRANSPORTATION	Transportation Requirements	Any vehicles designed or used to transport more than seven (7) passengers and one (1) driver must have approved child safety alarm devices installed. These devices must be properly maintained in working order at all times. Vehicles in service at licensed facilities prior to July 1, 2005, shall have the alarm installed by a qualified technician or mechanic no later than December 31, 2005. On or after July 1, 2005, all vehicles at newly licensed facilities and newly acquired vehicles at existing facilities shall have a child safety alarm installed before placing the vehicle in service. The Child Care Licensing Unit shall maintain a list of approved alarm systems. Clarification – * The alarm system shall be installed so that the driver must walk to the very back of the vehicle to reach the switch that deactivates the alarm. Alarm switches installed in locations that do not require the driver to walk to the back of the vehicle and view all seating areas will not be acceptable. * The alarm system may be installed by any certified technician or mechanic employed by a recognized electronics or automotive business in accordance with the device manufacturer's recommendations. * The time delay from activation of the alarm until the alarm sounds shall be no longer than one (1) minute. Any of the following three (3) options are acceptable to meet the intent of Act 1979 when children are being delivered at the facility. Other options must be approved by the Licensing Unit.	Upon arrival, have one (1) staff member immediately walk through the vehicle to deactivate the alarm system. That staff member will remain near the alarm switch at the back of the vehicle until all children have been unloaded to ensure that no child is left on board. (This option will require at least two (2) staff members, one (1) to supervise the children and one (1) to remain inside the vehicle.)
1300.1301.14*3	TRANSPORTATION	Transportation Requirements	Any vehicles designed or used to transport more than seven (7) passengers and one (1) driver must have approved child safety alarm devices installed. These devices must be properly maintained in working order at all times. Vehicles in service at licensed facilities prior to July 1, 2005, shall have the alarm installed by a qualified technician or mechanic no later than December 31, 2005. On or after July 1, 2005, all vehicles at newly licensed facilities and newly acquired vehicles at existing facilities shall have a child safety alarm installed before placing the vehicle in service. The Child Care Licensing Unit shall maintain a list of approved alarm systems. Clarification – * The alarm system shall be installed so that the driver must walk to the very back of the vehicle to reach the switch that deactivates the alarm. Alarm switches installed in locations that do not require the driver to walk to the back of the vehicle and view all seating areas will not be acceptable. * The alarm system may be installed by any certified technician or mechanic employed by a recognized electronics or automotive business in accordance with the device manufacturer's recommendations. * The time delay from activation of the alarm until the alarm sounds shall be no longer than one (1) minute. Any of the following three (3) options are acceptable to meet the intent of Act 1979 when children are being delivered at the facility. Other options must be approved by the Licensing Unit.	Upon arrival, deactivate the alarm and unload the children. Immediately after unloading, start the vehicle and move it to a different location for final parking. (This will reactivate the alarm and require a final walk through.)
1300.1301.2	TRANSPORTATION	Transportation Requirements	When children are transported, emergency contact information shall be maintained on the vehicle at all times.	
1300.1301.3a	TRANSPORTATION	Transportation Requirements	Staff transporting children shall meet the following requirements:	Be at least twenty-one (21) years of age or the minimum age required by the Licensee's commercial auto insurance;
1300.1301.3b	TRANSPORTATION	Transportation Requirements	Staff transporting children shall meet the following requirements:	Hold a current valid driver's license or commercial driver's license as required by state law, and a readable copy shall be maintained in the staff's record;
1300.1301.3c	TRANSPORTATION	Transportation Requirements	Staff transporting children shall meet the following requirements:	Successfully completed the training course in Driver Safety that is offered or approved by the Division prior to transporting children (Verification of the completed course in Driver Safety shall be maintained on site in the staff's record); and
1300.1301.3d	TRANSPORTATION	Transportation Requirements	Staff transporting children shall meet the following requirements:	At least one (1) adult on the vehicle shall be certified in Cardiopulmonary Resuscitation (CPR) and First Aid.
1300.1301.4	TRANSPORTATION	Transportation Requirements	The vehicle(s) used for the transportation of children shall be in compliance with Arkansas state laws on transportation of children.	
1300.1301.5	TRANSPORTATION	Transportation Requirements	Vehicles shall be licensed and maintained in proper working condition including air conditioning and heating systems.	
1300.1301.6a	TRANSPORTATION	Transportation Requirements	Commercial insurance coverage shall be maintained for any vehicle used for transportation by the facility. Verification of commercial insurance coverage shall be provided to the Licensing Specialist prior to transportation of children. Required coverage amounts to be maintained are: Exception: State institutions, political subdivisions, or other entities entitled to immunity from liability under § 21-9-301, are not required to meet this requirement to be licensed. (Act 23 of 2015)	Minimum coverage of \$100,000 Combined Single Limit (CSL);
1300.1301.6b	TRANSPORTATION	Transportation Requirements	Commercial insurance coverage shall be maintained for any vehicle used for transportation by the facility. Verification of commercial insurance coverage shall be provided to the Licensing Specialist prior to transportation of children. Required coverage amounts to be maintained are: Exception: State institutions, political subdivisions, or other entities entitled to immunity from liability under § 21-9-301, are not required to meet this requirement to be licensed. (Act 23 of 2015)	Minimum coverage of \$100,000 for both Uninsured Motorist (UM) and Under Insured Motorist (UIM); and
1300.1301.6c	TRANSPORTATION	Transportation Requirements	Commercial insurance coverage shall be maintained for any vehicle used for transportation by the facility. Verification of commercial insurance coverage shall be provided to the Licensing Specialist prior to transportation of children. Required coverage amounts to be maintained are: Exception: State institutions, political subdivisions, or other entities entitled to immunity from liability under § 21-9-301, are not required to meet this requirement to be licensed. (Act 23 of 2015)	Minimum coverage of \$5,000 Personal Injury Protection (PIP) for each passenger (based on the number of passengers the vehicle is manufactured to transport).
1300.1301.7	TRANSPORTATION	Transportation Requirements	Driver may be counted in staff to child ratio but shall not be the only adult when more than twelve (12) children over three (3) years of age and older are transported.	
1300.1301.8	TRANSPORTATION	Transportation Requirements	For transporting children kindergarten and above only, a ratio of 1:18 shall be maintained. The driver may be counted in the staff to child ratio.	

Regulation #	Regulation Description	Regulation Sub-Description	Regulation	Sub-Regulation
1300.1301.9	TRANSPORTATION	Transportation Requirements	Any child who is less than six (6) years old or weighs less than sixty pounds (60 lbs.) shall be restrained in a child passenger safety seat. Any child who is at least six (6) years or weighs at least sixty pounds (60 lbs.) must be restrained by a safety belt. (Act 470 of 2001). Conventional school busses are exempt from this requirement except for the transportation of infants and toddlers. (See #1302.2) Child passenger safety seats shall be used in accordance with manufacturer's guidelines.	
1300.1302.1	TRANSPORTATION	Infant and Toddler Transportation Requirements	In a vehicle transporting infants and toddlers, the driver may be counted in the staff to child ratio but shall not be the only adult. A ratio of one (1) adult for each of the three (3) infants and toddlers shall be maintained.	
1300.1302.2	TRANSPORTATION	Infant and Toddler Transportation Requirements	Infants and toddlers shall not be transported on school buses that are not equipped to accommodate required safety seats.	
1400.1401.1a	SPECIAL NEEDS	Special Needs Requirements	All child care facilities shall comply with all applicable provisions as specified in Individual with Disabilities Education Act (IDEA):	The facility shall enroll children with special needs without regard to disability; (Programs are required to provide space and care for a child who can be placed in their facility with existing services, as well as added supports from special educational services, and as long as the health and safety of the child can be met.)
1400.1401.1b	SPECIAL NEEDS	Special Needs Requirements	All child care facilities shall comply with all applicable provisions as specified in Individual with Disabilities Education Act (IDEA):	Staff shall provide care in the general classroom with children who are not disabled;
1400.1401.1c	SPECIAL NEEDS	Special Needs Requirements	All child care facilities shall comply with all applicable provisions as specified in Individual with Disabilities Education Act (IDEA):	The facility shall assist in facilitation of services required to meet the "special needs" of children in the center or in the classroom as specified on the individualized education and individual family service plan;
1400.1401.1d	SPECIAL NEEDS	Special Needs Requirements	All child care facilities shall comply with all applicable provisions as specified in Individual with Disabilities Education Act (IDEA):	Facility staff (regular classroom staff) shall be a partner in the Individual Family Service Plan (IFSP) and Individual Education Plan (IEP) plan process.
1400.1401.1e	SPECIAL NEEDS	Special Needs Requirements	All child care facilities shall comply with all applicable provisions as specified in Individual with Disabilities Education Act (IDEA):	The facility shall allow service providers who are representatives of the Department of Human Services (DHS), the Division of Developmental Disabilities Services (DDS), or the Arkansas Department of Education (ADE) access to the facility to provide special services as prescribed on the plan to enable the plan to be implemented in the classroom (natural and least restrictive environment);
1400.1401.1f	SPECIAL NEEDS	Special Needs Requirements	All child care facilities shall comply with all applicable provisions as specified in Individual with Disabilities Education Act (IDEA):	The facility shall not charge special service providers for space, accept "gratuities", or payment for allowing special service providers to provide services in their facility;
1400.1401.1g	SPECIAL NEEDS	Special Needs Requirements	All child care facilities shall comply with all applicable provisions as specified in Individual with Disabilities Education Act (IDEA):	The facility is not required to "displace" children or staff to make space available to special service providers;
1400.1401.1h	SPECIAL NEEDS	Special Needs Requirements	All child care facilities shall comply with all applicable provisions as specified in Individual with Disabilities Education Act (IDEA):	In order for a special service provider to provide special services in the facility, the IFSP/IEP planning team under the authority of ADE and DHS, and DDS, shall identify the needed special services on the IFSP/IEP; and
1400.1401.1i	SPECIAL NEEDS	Special Needs Requirements	All child care facilities shall comply with all applicable provisions as specified in Individual with Disabilities Education Act (IDEA):	Classroom staff shall reinforce the specified goals and objectives as part of the daily routine of the classroom.
1400.1402.1	SPECIAL NEEDS	Infant and Toddler Special Needs Requirements	To the maximum extent appropriate, children birth to two (2) years of age shall participate in early intervention services provided in "natural environments."	
1400.1402.2	SPECIAL NEEDS	Infant and Toddler Special Needs Requirements	When infants and toddlers cannot achieve satisfactory results from early intervention services in a natural environment, the provision of early intervention services shall occur in other appropriate settings as determined by the parent and the Individualized Family Service Team.	
1500.1002.1	SCHOOL AGE and SUMMER DAY CAMP	Sleeping Arrangements	A period of quiet activities shall be provided when children are in care all day.	
1500.1101.1	SCHOOL AGE and SUMMER DAY CAMP	Health Requirements	Provisions shall be made for waterproof cots or mats if a child becomes ill.	
1500.1102.1	SCHOOL AGE and SUMMER DAY CAMP	Hand Washing	Alternative methods of hand washing shall be provided if running water is not available.	
1500.1104.1	SCHOOL AGE and SUMMER DAY CAMP	Drinking Facilities	Water that is transported to the camp sites for drinking purposes shall be in enclosed containers. Fresh water shall be provided each day.	
1500.1105.1	SCHOOL AGE and SUMMER DAY CAMP	Toilet Facilities	There shall be one (1) toilet and one (1) sink for every thirty (30) children. Separate toilet facilities for boys and girls shall be provided.	
1500.1203.1	SCHOOL AGE and SUMMER DAY CAMP	Swimming Pools	Lifeguards, swimming instructors, or any other swimming pool staff may be counted in the ratio when the facility's children are the only occupants of the pool and these persons have completed criminal and child maltreatment background checks and have a current Health card.	
1500.1301.1	SCHOOL AGE and SUMMER DAY CAMP	Transportation Requirements	Driver may be counted in staff to child ratio.	
1500.1301.2	SCHOOL AGE and SUMMER DAY CAMP	Transportation Requirements	There shall be a minimum of two (2) staff members present whenever more than twenty (20) children are transported.	
1500.301.1	SCHOOL AGE and SUMMER DAY CAMP	Staff to Child Ratio	Kindergarten and above, one (1) worker per eighteen (18) children.	
1500.401.1	SCHOOL AGE and SUMMER DAY CAMP	Program Requirements	The program of activities shall be flexible and shall provide some opportunities for a child to choose how he will spend his time.	
1500.401.2	SCHOOL AGE and SUMMER DAY CAMP	Program Requirements	The program shall provide a variety of activities suitable to the ages and interests of the children.	
1500.401.3	SCHOOL AGE and SUMMER DAY CAMP	Program Requirements	School age children who leave the child care center to participate in other activities shall have written permission from the parents naming the activity, time of leaving, returning, and method of transportation.	
1500.401.4	SCHOOL AGE and SUMMER DAY CAMP	Program Requirements	Children in camp situations shall be under direct supervision of staff at all times.	
1500.604.1	SCHOOL AGE and SUMMER DAY CAMP	Children's Records	Immunization records shall not be required for school age children.	
1500.604.2	SCHOOL AGE and SUMMER DAY CAMP	Children's Records	Permission for specialized summer activities shall be maintained.	
1500.604.3	SCHOOL AGE and SUMMER DAY CAMP	Children's Records	Emergency information and medical permission sheet shall be maintained at camp site.	
1500.701.1	SCHOOL AGE and SUMMER DAY CAMP	Nutrition Requirements	Children arriving for after-school care shall be provided with a nutritious snack.	
1500.701.2	SCHOOL AGE and SUMMER DAY CAMP	Nutrition Requirements	Mid-morning snacks shall be provided for all children who are in care for more than three (3) hours prior to lunch. Midafternoon snacks shall be provided for all children.	

Regulation #	Regulation Description	Regulation Sub-Description	Regulation	Sub-Regulation
1500.701.3	SCHOOL AGE and SUMMER DAY CAMP	Nutrition Requirements	Vending machines in school age settings are acceptable provided they are not the only source of snacks and beverages.	
1500.701.4	SCHOOL AGE and SUMMER DAY CAMP	Nutrition Requirements	Milk is not required to be served in rural day camp settings.	
1500.801.1	SCHOOL AGE and SUMMER DAY CAMP	Building Requirements	Twenty-five (25) square feet of floor space shall be provided for each school age child.	
1500.801.2	SCHOOL AGE and SUMMER DAY CAMP	Building Requirements	If a facility utilizes the out of doors as its major program component for school-age children, covered pavilions, and other roofed structures shall provide twenty-five (25) square feet per child.	
1500.801.3	SCHOOL AGE and SUMMER DAY CAMP	Building Requirements	If preschool children are not present, electrical outlets need not be plugged.	
1600.1002.1	EVENING and NIGHT CARE VARIATIONS	Sleeping Arrangements	Bedtime schedules shall be established for children in consultation with the child's parent(s).	
1600.1002.2	EVENING and NIGHT CARE VARIATIONS	Sleeping Arrangements	Storage space for clothing and personal belongings shall be provided within easy reach of the children.	
1600.1002.3	EVENING and NIGHT CARE VARIATIONS	Sleeping Arrangements	Individual beds or cots equipped with comfortable mattresses, sheets, pillows, pillow cases, and blankets shall be provided for children in all-night care. Bed linens shall be changed at least once a week or daily when wet or soiled.	
1600.1002.4	EVENING and NIGHT CARE VARIATIONS	Sleeping Arrangements	Mats may be used for children in evening care.	
1600.1002.5	EVENING and NIGHT CARE VARIATIONS	Sleeping Arrangements	The upper level of double deck beds shall be allowed for children ten (10) years or older if a bed rail and safety ladder is provided.	
1600.1002.6	EVENING and NIGHT CARE VARIATIONS	Sleeping Arrangements	Children shall have clean and comfortable sleeping garments for their individual use.	
1600.1105.1	EVENING and NIGHT CARE VARIATIONS	Toilet Facilities	There shall be age appropriate bathing facilities available for all children. For children two and one-half (2 ½) years of age and older in night care (after midnight), there shall be a bathtub or shower available. Bathtubs and showers shall be equipped to prevent slipping.	
1600.1105.2	EVENING and NIGHT CARE VARIATIONS	Toilet Facilities	Bathrooms shall be located near the sleeping areas.	
1600.1105.3	EVENING and NIGHT CARE VARIATIONS	Toilet Facilities	No child under six (6) years of age shall be left alone or with another child while in the bathtub or shower.	
1600.301.1	EVENING and NIGHT CARE VARIATIONS	Staff to Child Ratio	Staff members shall be awake at all times and shall have children in view at all times.	
1600.401.1	EVENING and NIGHT CARE VARIATIONS	Program Requirements	Evening quiet time activity shall be provided to each child arriving before bedtime.	
1600.701.1	EVENING and NIGHT CARE VARIATIONS	Nutrition Requirements	Children who are in care overnight shall be provided with a breakfast prior to leaving for school or other activities.	
1600.701.2	EVENING and NIGHT CARE VARIATIONS	Nutrition Requirements	Supper shall be provided to children during evening meal hours.	
1600.701.3	EVENING and NIGHT CARE VARIATIONS	Nutrition Requirements	Snacks meeting the current U.S. Department of Agriculture guidelines shall be provided to children in attendance for more than two and one-half (2 ½) hours prior to bedtime.	
1700.401.1	PART-TIME PROGRAM VARIATIONS	Program Requirements	A rest period is not required for children who are in care for less than four (4) hours per day or arrive shortly after lunch.	
1700.401.2	PART-TIME PROGRAM VARIATIONS	Program Requirements	Outside play may be scheduled for periods of less than one (1) hour daily.	
1700.701.1	PART-TIME PROGRAM VARIATIONS	Nutrition Requirements	Facilities in operation for more than three (3) hours per day shall provide a snack that meets current U.S. Department of Agriculture Guidelines.	
1800.1001.1	SICK CARE COMPONENT	Furniture and Equipment Requirements	No furniture, fixtures, equipment, and supplies designated for use in the sick care component shall be used or shared by well children.	
1800.1001.2	SICK CARE COMPONENT	Furniture and Equipment Requirements	All laundry shall be washed each day. The items shall be placed in a plastic bag and labeled "contaminated" so necessary precautions can be taken.	
1800.1001.3	SICK CARE COMPONENT	Furniture and Equipment Requirements	All toys and equipment shall be disinfected after every use.	
1800.1101.1a	SICK CARE COMPONENT	General Health Requirements	Communicable Diseases:	RESPIRATORY ILLNESS Chicken Pox German Measles Hemophilus influenza Measles* Meningococcus* Mumps* Strep throat Tuberculosis* Whooping Cough*
1800.1101.1b	SICK CARE COMPONENT	General Health Requirements	Communicable Diseases:	GASTROINTESTINAL ILLNESS Giardia Lambli* Hepatitis A* Salmonella* Shigella*
1800.1101.1c	SICK CARE COMPONENT	General Health Requirements	Communicable Diseases:	CONTACT Impetigo Lice Scabies
1800.1101.2a	SICK CARE COMPONENT	General Health Requirements	Symptoms that Exclude Children from Sick Care: A symptom is a condition that indicates an illness that may not be identifiable by one of the above listed names but presents a situation where the child shall not be admitted to or remain in sick care and should be seen by the family physician.	Diarrhea; • Accompanied by evidence of dehydration for excessive fluid loss. • Accompanied by history of poor fluid intake or marked lethargy. • With blood or mucous in the stool unless at least one (1) stool culture shows the absence of Salmonella, Shigella, Campylobacter, or E-Coli. • That exceeds five (5) bowel movements in an eight (8) hour period of is continued over three (3) or four (4) days unless the child is under the supervision of a physician with written documentation.
1800.1101.2b	SICK CARE COMPONENT	General Health Requirements	Symptoms that Exclude Children from Sick Care: A symptom is a condition that indicates an illness that may not be identifiable by one of the above listed names but presents a situation where the child shall not be admitted to or remain in sick care and should be seen by the family physician.	Vomiting for over a six (6) hour period;
1800.1101.2c	SICK CARE COMPONENT	General Health Requirements	Symptoms that Exclude Children from Sick Care: A symptom is a condition that indicates an illness that may not be identifiable by one of the above listed names but presents a situation where the child shall not be admitted to or remain in sick care and should be seen by the family physician.	Difficult or rapid breathing;
1800.1101.2d	SICK CARE COMPONENT	General Health Requirements	Symptoms that Exclude Children from Sick Care: A symptom is a condition that indicates an illness that may not be identifiable by one of the above listed names but presents a situation where the child shall not be admitted to or remain in sick care and should be seen by the family physician.	Severe coughing: episodes of coughing which may lead to gagging, vomiting, or difficulty breathing;
1800.1101.2e	SICK CARE COMPONENT	General Health Requirements	Symptoms that Exclude Children from Sick Care: A symptom is a condition that indicates an illness that may not be identifiable by one of the above listed names but presents a situation where the child shall not be admitted to or remain in sick care and should be seen by the family physician.	Mucous (phlegm) that is foul smelling, yellow or green, and the child has a fever over one hundred and two (102) degrees Fahrenheit;
1800.1101.2f	SICK CARE COMPONENT	General Health Requirements	Symptoms that Exclude Children from Sick Care: A symptom is a condition that indicates an illness that may not be identifiable by one of the above listed names but presents a situation where the child shall not be admitted to or remain in sick care and should be seen by the family physician.	Asthmatics with severe upper respiratory infections who have not been seen by a physician or whose distress is not controlled by medication;

Regulation #	Regulation Description	Regulation Sub-Description	Regulation	Sub-Regulation
1800.1101.2g	SICK CARE COMPONENT	General Health Requirements	Symptoms that Exclude Children from Sick Care: A symptom is a condition that indicates an illness that may not be identifiable by one of the above listed names but presents a situation where the child shall not be admitted to or remain in sick care and should be seen by the family physician.	Sore throat and fever greater than one hundred and three (103) degrees Fahrenheit or confirmed Strep throat until treated with antibiotics for over twenty-four (24) hours;
1800.1101.2h	SICK CARE COMPONENT	General Health Requirements	Symptoms that Exclude Children from Sick Care: A symptom is a condition that indicates an illness that may not be identifiable by one of the above listed names but presents a situation where the child shall not be admitted to or remain in sick care and should be seen by the family physician.	Skin conditions that have not been diagnosed as noncontiguous by a physician; including but not limited to: • Yellow (jaundiced) eyes or skin; • Child in contagious stages of chicken pox, measles, mumps, or rubella; • Untreated impetigo; • Untreated scabies or head lice; and • Blood-red rashes and skin conditions with spontaneous bruising.
1800.1101.2i	SICK CARE COMPONENT	General Health Requirements	Symptoms that Exclude Children from Sick Care: A symptom is a condition that indicates an illness that may not be identifiable by one of the above listed names but presents a situation where the child shall not be admitted to or remain in sick care and should be seen by the family physician.	Children who are in the contagious states of Pertussis, Diphtheria, or tuberculosis;
1800.1101.2j	SICK CARE COMPONENT	General Health Requirements	Symptoms that Exclude Children from Sick Care: A symptom is a condition that indicates an illness that may not be identifiable by one of the above listed names but presents a situation where the child shall not be admitted to or remain in sick care and should be seen by the family physician.	Pink or red eye(s) which may be swollen with white or yellow discharge until on antibiotics for over twenty-four (24) hours;
1800.1101.2k	SICK CARE COMPONENT	General Health Requirements	Symptoms that Exclude Children from Sick Care: A symptom is a condition that indicates an illness that may not be identifiable by one of the above listed names but presents a situation where the child shall not be admitted to or remain in sick care and should be seen by the family physician.	Abdominal pain that is intermittent or persistent; and
1800.1101.2l	SICK CARE COMPONENT	General Health Requirements	Symptoms that Exclude Children from Sick Care: A symptom is a condition that indicates an illness that may not be identifiable by one of the above listed names but presents a situation where the child shall not be admitted to or remain in sick care and should be seen by the family physician.	Fever over one hundred and two (102) degrees Fahrenheit for greater than twenty-four (24) hours, or any fever over one hundred and three (103) degrees Fahrenheit unless the child has been evaluated and treated by a physician and does not have other exclusion criteria.
1800.301.1a	SICK CARE COMPONENT	Staff to Child Ratio	The following ratios shall be maintained at all times:	Infant and Toddler 1:3, Maximum group size = six (6)
1800.301.1b	SICK CARE COMPONENT	Staff to Child Ratio	The following ratios shall be maintained at all times:	Preschool and School Age 1:5, Maximum group size ten (10)
1800.301.2	SICK CARE COMPONENT	Staff to Child Ratio	Staff shall be separated in the same manner children are separated to prevent cross infection.	
1800.302.1	SICK CARE COMPONENT	Director	If the component is part of a child care facility, the program director shall be accountable to the facility director. If the component is an entity unto itself the program director may also be the facility director.	
1800.302.2a	SICK CARE COMPONENT	Director	The program director shall have completed the following training:	Communicable disease control;
1800.302.2b	SICK CARE COMPONENT	Director	The program director shall have completed the following training:	Recognition and care of usual childhood illness;
1800.302.2c	SICK CARE COMPONENT	Director	The program director shall have completed the following training:	Cardiopulmonary Resuscitation (CPR) certification; and
1800.302.2d	SICK CARE COMPONENT	Director	The program director shall have completed the following training:	First Aid certification.
1800.401.1	SICK CARE COMPONENT	Program Requirements	Children shall be provided with quiet activities according to their age and abilities.	
1800.401.3	SICK CARE COMPONENT	Program Requirements	The child shall be removed immediately from sick care when his or her condition meets one (1) of the excludable diseases or symptoms.	
1800.401.3a	SICK CARE COMPONENT	Program Requirements	The child shall be removed immediately from sick care when his or her condition meets one (1) of the excludable diseases or symptoms.	Administer medicine according to prescribed instructions;
1800.401.3b	SICK CARE COMPONENT	Program Requirements	The child shall be removed immediately from sick care when his or her condition meets one (1) of the excludable diseases or symptoms.	Take temperature frequently or as needed;
1800.401.3c	SICK CARE COMPONENT	Program Requirements	The child shall be removed immediately from sick care when his or her condition meets one (1) of the excludable diseases or symptoms.	Monitor any changes in condition;
1800.401.3d	SICK CARE COMPONENT	Program Requirements	The child shall be removed immediately from sick care when his or her condition meets one (1) of the excludable diseases or symptoms.	Record necessary medical, physiological data, or changes; and
1800.401.3e	SICK CARE COMPONENT	Program Requirements	The child shall be removed immediately from sick care when his or her condition meets one (1) of the excludable diseases or symptoms.	Notify parents immediately if their child's condition changes significantly for the worse, especially if the condition meets one (1) of the excludable diseases or symptoms.
1800.401.4	SICK CARE COMPONENT	Program Requirements	Children may be returned to regular day care when a doctor's statement has been obtained or when the child is free of symptoms for twenty-four (24) hours.	
1800.604.1	SICK CARE COMPONENT	Children's Records	The record shall contain information on the specific condition or illness placing the child in sick care.	
1800.604.2	SICK CARE COMPONENT	Children's Records	The record shall contain any recommendations for needed medical treatment and program or environment modifications that the child needs.	
1800.801.1	SICK CARE COMPONENT	Building Requirements	If located in the same facility as day care, sick care shall be separate with a separate entrance and separate ventilation system.	
1800.801.2	SICK CARE COMPONENT	Building Requirements	Children with respiratory illnesses shall be cared for in separate space from children with gastrointestinal illness. Any child with an undiagnosed condition shall be separated from other children to prevent cross infection. A separate area can be defined by curtains; partitions etc. if airborne transmission is not likely.	
1800.801.3	SICK CARE COMPONENT	Building Requirements	A hand-washing sink shall be available in each room.	
1800.801.4	SICK CARE COMPONENT	Building Requirements	To prevent cross contamination, a designated toilet shall be available to each sick care room.	
1800.801.5	SICK CARE COMPONENT	Building Requirements	The facility shall be self-contained-i.e. food, water, bedding, toileting (no potty chairs) etc.	