

- The licensee shall develop, maintain and implement a written procedure to sign the child in/out of the center. The person who signs the child in/out shall use his/her full legal signature and shall record the time of day. All sign in/out sheets shall be kept for one month.

101230 ACTIVITES AND NAPPING

- Each center shall provide for a variety of daily activities including quiet and active play, rest and relaxation, eating, and toileting.
- All children shall be given an opportunity to nap or rest without distraction.
- A napping space and a cot or mat must be available for each child under age 5.
- No child shall be forced to stay awake or stay in the napping area longer than the normal napping period.
- A teacher-child ratio of one teacher or aide supervising 24 napping children is permitted provided that the remaining teachers necessary to meet the overall ratios are immediately available at the center.

101231 SMOKING PROHIBITION

- Smoking is prohibited on the premises of a Child Care Center.

101237 ALTERATIONS TO EXISTING BUILDINGHS OR NEW FACILITIES

- Prior to construction or alterations, the licensee shall notify the Department of the proposed change(s).

101238 BUILDINGS AND GROUNDS

- The center shall be clean, safe, sanitary and in good repair at all times.
- All children shall be protected against hazards.
- Licensees shall ensure the inaccessibility of pools and all bodies of water.
- Disinfectants, cleaning solutions, poisons and items that could pose a danger to children shall be stored where inaccessible to children
- Storage areas for poisons shall be locked.
- Firearms and other weapons are not allowed on the premises.

101238.2 OUTDOOR ACTVITY SPACE

- There shall be at least 75 square feet per child of outdoor activity space. The outdoor space shall provide a shaded rest area and permit children to reach the activity space safely.
- The surface of the activity space shall be in a safe condition and free of hazards.
- The areas around and under climbing equipment, swings slides and similar equipment shall be cushioned with material that absorbs falls.
- Sandboxes shall be inspected daily and kept free of foreign materials.
- The playground shall be enclosed by a fence at least four feet high.
- Hazardous equipment such as a fuse box shall be inaccessible.

101238.4 STORAGE SPACE

training hours may be combined to meet the total educational requirements of 12 units or 240 training hours, or any combination thereof.

- School-age teachers may use alternative educational requirements. A teacher may substitute: recreation, physical education, human services, units earned toward an elementary or middle school teaching credential; early childhood education, child development or school-age child units.
- A teacher is required to complete 6 units prior to employment.
- Health and Safety Code, section 1597.21(f), allows a teacher to use alternative approved sources of education.
- Alternative types of experience may also be accepted. To be a fully qualified school-age teacher, experience must be verified showing at least 3 hours a day for a minimum of 50 days in a six-month period.
- In a combination center, a fully qualified teacher shall be designated to work closely with the director planning the daily activities of the school-age center.

101516.5 TEACHER-CHILD RATIO

- In addition to Section 101216.3, the following shall apply:
 - One teacher to supervise no more than 14 children.
 - One teacher and 1 aide can supervise no more than 28 children.
 - Staffing for mixed-aged groups shall be based on the youngest child in the group.
 - Directors may be counted in the ratio when actually working with groups of children.

101520 MEDICAL ASSESSMENTS

- Notwithstanding Section 101216.2, the licensee shall not be required to document medical assessments on school-age children who are enrolled in a public or private school.

101520 IMMUNIZATIONS

- Notwithstanding Section 101220.1, the licensee is not required to document immunizations of children also enrolled in a public or private elementary school.

101521 CHILD'S RECORDS

- In addition to Section 101221, except (b)(8), the following shall apply:
 - The licensee shall obtain from the child's representative, a health background related to the child's ability/inability to participate in center activities.

101526.1 DAILY INSPECTION FOR ILLNESS

- In addition to Section 101226.1, upon arrival or admittance to the center, school-age children shall be observed for signs of illness. If a child is found to be ill, follow Section 101226.2.

101527 FOOD SERVICE

- In addition to Section 101227, before and after school programs shall offer nutritious snacks to children.

101529.1 SIGN-IN AND SIGN-OUT

- In addition to Section 101229.1:
 - Center staff shall sign in school-age children who arrive at the center on their own.

101538.2 OUTDOOR ACTIVITY SPACE FOR SCHOOL-AGE CHILDREN

- In addition to Section 101238.2:
 - Outdoor activity space for school-age children shall be physically separated from space provided other children at the center.
 - School-age child care programs that are operated on the site of a functioning school ground are exempt from square-footage requirements.

101538.3 INDOOR ACTIVITY SPACE FOR SCHOOL-AGE CHILDREN

- In addition to Section 101238.3, the following applies:
 - Indoor space for school-age children shall be physically separated from space provided other children in the center.
 - School-age child care programs that are operated on the site of a functioning school are exempt from square-footage requirements.

101539 FIXTURES, FURNITURE, EQUIPMENT AND SUPPLIES

- In addition to Section 101239, the following applies:
 - Toilets used by school-age children shall provide individual privacy. Toilet facilities shall not be used simultaneously by children of both sexes.
 - School-age programs that operate on the site of a functioning school are exempt from toilet requirements.

INFANT CARE CENTERS

101351 GENERAL

- Child Care Centers providing infant care shall be governed by the requirements of this subchapter. These centers shall also be governed by the previously listed Child Care Center General Licensing requirements.

101361 LIMITATIONS ON CAPACITY AND AMBULATORY STATUS

- A child, whose developmental needs require continuation in an Infant Care Center, may remain in an Infant Care Center up to the age of three years.

- An aide must work under the supervision of the director or a fully qualified teacher, except when observing sleeping infants.
- Aides shall participate in an on-the job training program.
- An aide shall provide direct care and supervision to infants.

101416.5 STAFF-INFANT RATIO

- There shall be a ratio of one teacher to every four infants.
- An aide may be substituted for a teacher if there is a fully qualified teacher directly supervising no more than 12 infants.
- When in activities away from the center there shall be a minimum of one adult to every two infants.
- The director may be counted in the staff-infant ratio when actually working with infants.
- There shall be one staff visually observing no more than 12 sleeping infants, as long as additional staff are available at the center to meet the above ratios when necessary.

101416.8 STAFFING FOR INFANT WATER ACTIVITES

- A ratio of one adult to two infants shall be required during activities near a swimming pool or any body of water.

101417 TODDLER COMPONENT IN AN INFANT CARE CENTER

- Licensees serving infants may create a special program component for children between 18 and 30 months.
- A ratio of one teacher for every 6 toddlers is required.
- An aide participating in on-the job training can substitute for a teacher when directly supervised by a fully qualified teacher.
- Maximum group size is two teachers to 12 toddlers.
- The toddler program shall be conducted in areas physically separate from those used by older or younger children.

101419.2 INFANT NEEDS AND SERVICES PLAN

- A plan must be completed and on file for every infant prior to attending the center. This plan must be signed by the authorized representative.
- The plan shall include: an individual feeding plan, individual toilet training plan, and any services needed different from those provided by the program.

101419.3 MODIFICATIONS TO INFANT NEEDS AND SERVICES PLAN

- The plan shall be updated quarterly or as often as necessary.

101423.1 INFANT CARE DISCIPLINE

- In addition to 101223.3, no infant shall be confined to a crib, high chair, playpen, or any other furniture or equipment as a form of discipline.