

REQUIREMENT BOOK TITLE

1

2

3 **Definitions 3**

4 Section 275. Definitions..... 3

5 **Administration 7**

6 Section 276. Necessity, issuance, and maintenance of a license 7

7 Section 277. Other business, shared facility, and collaborations..... 9

8 Section 278. Policy 11

9 Section 279. Emergency preparedness..... 13

10 Section 280. Reporting 17

11 Section 281. General records and documentation 19

12 Section 281.1. Posted records and documentation 21

13 Section 281.2. Program records and documentation..... 25

14 Section 281.3. Personnel and non-personnel records and documentation 29

15 Section 281.4. Child and teen aide records and documentation 31

16 **Personnel and Non-Personnel 35**

17 Section 282. Background investigations 35

18 Section 283. Prohibited individuals..... 37

19 Section 284. General qualifications, responsibilities, and professional development

20 39

21 Section 284.1. Director and personnel in charge..... 43

22 Section 284.2. Teaching personnel 45

23 Section 284.3. Support personnel 49

24 Section 284.4. Other personnel and non-personnel 51

25 **Licensed Capacity, Ratios, and Supervision 53**

26 Section 285. Licensed capacity 53

27 Section 286. Ratios and group sizes 55

28 Section 287. Supervision 57

29 **Interactions with Children 59**

30 Section 288. Child guidance principles..... 59

31 Section 289. Discipline 61

32 **Program 63**

33 Section 290. Learning program principles 63

34 Section 291. Higher risk activities..... 67

35 Section 292. Water activities 69

36 Section 293. Animals..... 73

37 Section 294. Parent communication and family engagement..... 77

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

38 **Health and Hygiene..... 79**

39 Section 295. Health protection and disease control..... 79

40 Section 296. Medication 81

41 Section 297. Rest time 83

42 Section 298. Diapering and toileting..... 87

43 **Nutrition and Food Service 89**

44 Section 299. Nutrition 89

45 Section 300. Food service 93

46 **Physical Environments 99**

47 Section 301. Facility 99

48 Section 302. Indoor and outdoor play areas..... 105

49 Section 303. Equipment 109

50 Section 304. Hazards 113

51 Section 305. Cleanliness and sanitation..... 115

52 **Transportation 117**

53 Section 306. Transportation 117

54 **Addendums 121**

55 Section 307. Addendum requirements for child care centers 121

56 Section 308. Addendum requirements for day camps 123

57 Section 309. Addendum requirements for drop-in programs 127

58 Section 310. Addendum requirements for out-of-school time programs..... 129

59 Section 311. Addendum requirements for part-day programs 133

60 Section 312. Addendum requirements for programs for sick children 135

61 **Appendices and Supplements..... 139**

62 Oklahoma Director’s Credential..... 139

63 Oklahoma Professional Development Ladder 139

64 Ratios and Group Sizes..... 139

65 Hand Hygiene..... 139

66 Immunizations 139

67 Exclusion Criteria for Children Who Are Ill..... 139

68 Diaper Changing Procedures 139

69 Meal and Snack Pattern 139

70 Equipment 139

71 Cleaners, Sanitizers, and Disinfectants 139

72

73

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

74

Definitions

75 Section 275. Definitions

76 These definitions apply unless the context clearly indicates otherwise.

77 "Adult" means an individual 18 years of age and older.

78 "Child" means an individual under 18 years of age.

79 "Child care centers" means programs that operate 30 or more hours per week.

80 "Child passenger restraint system" means an infant or child passenger restraint
 81 system, such as a car or booster seat, that meets the federal standards for crash-tested
 82 restraint systems as set by the United States Department of Transportation.

83 "Child with disabilities" means children who have a chronic physical,
 84 developmental, behavioral, or emotional condition and who also require health and
 85 related services of a type or amount beyond that required by children generally.

86 "Classroom" means an area designated for a group of children that is defined by
 87 permanent or temporary walls or barriers.

88 "Communicable disease" means an illness that spreads directly or indirectly from
 89 person to person and has the potential to cause a serious infection.

90 "Date" means the month, day, and year.

91 "Day camps" means programs that operate during school breaks for no more than
 92 12 hours per day, serve children five years of age and older who are attending or have
 93 completed kindergarten or above in public or private schools, and use the outdoors as a
 94 major program component for six or more hours per day.

95 "Disposition" means the final outcome or settlement of criminal charges, such as
 96 decisions or rulings by the court.

97 "Drop-in programs" means programs that operate 30 or more hours per week with
 98 individual children attending no more than six hours per day and 24 hours per week,
 99 with an allowance for three extra six hour days per 12 months per child.

100 "Facility" means the program's buildings used for child care and the premises.

101 "Fall height" means the vertical distance between the highest designated play
 102 surface on a piece of equipment and the surface beneath it.

103 "Fall zones" means the same as use zones.

104 "Full name" means the first and last name when referring to a person.

105 "General Education Development" or "GED" means a high school diploma
 106 equivalent from the American Council on Education.

107 "Hazard" means anything that may inflict injury or cause harm.

108 "High school diploma" means a diploma recognized by the Oklahoma State Board
 109 of Education or an equivalent entity from another state.

110 "Inaccessible" means children are unable to access an item or area due to the use
 111 of a lock or child-proof barrier or the item is too high for children to easily reach.

112 "Infant" means an individual birth up to 12 months of age. (new PD)

113 "Infection control" means the policies, procedures, and practices used to prevent
 114 and control the spread of infection, such as cleaning, sanitizing and disinfecting, hand

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

115 and personal hygiene, diapering procedures, handling and disposing of soiled and
 116 contaminated items, health separation and exclusion criteria, and immunization policies.

117 "Licensing" means the Oklahoma Department of Human Services personnel
 118 responsible for monitoring and consulting with the programs.

119 "Locked" means the use of a secure device that can only be opened by a key,
 120 combination, or code.

121 "Multi-disciplinary professional" means an individual from an academic discipline
 122 or field of expertise who provides specialized services, such as a behavioral or physical
 123 therapist.

124 "Oklahoma Child Care Facilities Licensing Act" means the law that requirements
 125 are based upon and includes Sections 401 through 418 of Title 10 of the Oklahoma
 126 Statutes.

127 "Out-of-school time programs" means programs that operate when school is not
 128 in session, such as before- and after-school and school breaks, and serve children
 129 three years of age and older who are attending or have completed pre-kindergarten or
 130 above in public or private schools.

131 "Owner" means the business entity who owns the program.

132 "Parent" means an individual who is legally responsible for the child, such as a
 133 mother, father, legal custodian, or guardian.

134 "Part-day programs" means programs that operate for more than 15 but less than
 135 30 hours per week.

136 "Potentially hazardous foods" means foods that contain milk or milk products,
 137 eggs, meat, poultry, fish, shellfish, crustaceans, cut tomatoes, cut melons, cut leafy
 138 greens, raw seed sprouts, or other ingredients in a form capable of supporting rapid and
 139 progressive growth of harmful microorganisms.

140 "Program" means the business entity that provides care, supervision, and learning
 141 opportunities for children. Oklahoma Child Care Facilities Licensing Act refers to them
 142 as child care facilities.

143 "Programs for sick children" means programs that serve children with illnesses or
 144 symptoms that prevent them from comfortable participation in activities in a program
 145 caring for well children and require more care than personnel in a program caring for
 146 well children can provide without compromising the health and safety of other children in
 147 care.

148 "Requirements" means Licensing Requirements, unless the text specifically states
 149 otherwise.

150 "Responsible entity" means an individual who is authorized to obligate the
 151 business entity.

152 "Safe drinking water" means potable water that is safe, free from pollution, harmful
 153 organisms, and impurities as determined by the Oklahoma Department of
 154 Environmental Quality.

155 "Supervision" means the function of observing, overseeing, and guiding a child or
 156 group of children. This includes awareness of and responsibility for the ongoing activity
 157 of each child and being near enough to intervene when needed. It requires teaching

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

158 personnel be physically present with children, unless the requirements specifically state
159 otherwise.

160 "Teaching personnel" means master teachers, teachers, assistant teachers, and
161 substitutes who provide care, supervision, and learning opportunities for children.

162 "Transportation" means anytime a child in care is driven in a vehicle, whether
163 provided, arranged, or contracted by the program.

164 "Unsupervised access to the children" means an individual being present with
165 children without personnel being present.

166 "Use zones" are clearance spaces and surfaces under and around a piece of
167 equipment onto which a child falling or exiting from the equipment would be expected to
168 land.

169 "Volunteer" means an individual who provides services to the program without
170 compensation. Volunteers are considered personnel when filling a position, such as
171 teaching personnel.

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
(DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

Administration

172

173 **Section 276. Necessity, issuance, and maintenance of a license**

174 (a) **General.**

175 (1) **Care of children.** The program:

176 (A) does not accept children into care until authorization to operate is obtained

177 from Licensing;

178 (B) does not allow children to remain in care for 24 or more consecutive hours; and

179 (C) provides care only at the location specified on the permit or license.

180 (2) **Access.** OKDHS personnel have access to the entire facility. Parents have

181 access per Section 294(d).

182 (3) **Cooperation.** Personnel cooperate with OKDHS personnel.

183 (b) **License necessity.**

184 (1) **Required.** A program may not operate after June 30, 1964, unless authorized

185 by Licensing under Section 401 et seq. of Title 10 of the Oklahoma Statutes (10 O.S.

186 §§ 401 et seq.).

187 (2) **Exemptions.** Authorization to operate is not required from Licensing when the

188 program is exempt per 10 O.S § 403 or Licensing Section OAC 340:110-1-5.

189 (3) **Multiple buildings.** Licensing may require more than one permit or license

190 when care of children is provided in multiple buildings.

191 (c) **License issuance.**

192 (1) **Fire approval.** An inspection from the local or state fire governmental authority

193 having jurisdiction is required prior to authorization to operate from Licensing.

194 Documentation is maintained per Section 281.2(c).

195 (2) **Health approval.** An inspection from Oklahoma State Department of Health

196 (OSDH) or Indian Health Services (IHS) is required prior to authorization to operate

197 from Licensing, unless the program only provides limited food service per Section

198 300(a). Documentation is maintained per Section 281.2(c).

199 (3) **Licensing approval.** A request for a license is made on OKDHS forms and

200 authorization to operate is issued on the basis of the program meeting licensing

201 requirements essential for the health, safety, and well-being of children in care.

202 (d) **License maintenance.**

203 (1) **Fire inspections.** Inspections are conducted at least every two years by the

204 local or state fire governmental authority having jurisdiction. Documentation is

205 maintained per Section 281.2(c).

206 (2) **Health inspections.** Inspections are conducted at least every two years by

207 OSDH or IHS, unless the program only provides limited food service per Section

208 300(a). Documentation is maintained per Section 281.2(c).

209 (3) **Licensing monitoring.** Authorization to operate is maintained on the basis of

210 the program meeting licensing requirements essential for the health, safety, and

211 well-being of children in care.

212 (4) **Change of business entity.** The permit or license is not transferable. Both the

213 existing and new programs notify Licensing of business entity changes per Section

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

- 214 280(a).The new program is required to meet current requirements and does not care
 215 for children until authorization to operate is obtained from Licensing.
- 216 (5) **Change of location.** The program notifies Licensing of location changes per
 217 Section 280(a) and does not care for children at the new location until authorization
 218 to operate is obtained from Licensing.
- 219 (6) **Inactive status.** When care is not provided, the program notifies Licensing per
 220 Section 280(a). When care is not provided for 12 consecutive months, the program
 221 is no longer authorized to operate. The business entity must reapply and obtain
 222 authorization to operate from Licensing prior to resuming care.
- 223 (e) **Denial or revocation.** Licensing may deny a request for a license or revoke a
 224 license when the program does not meet the requirements or violates any provision of
 225 the Oklahoma Child Care Facilities Licensing Act. When a request for a license is
 226 denied or a license is revoked, the owner, business entity, or responsible entity may not
 227 reapply for five years following notification to the owner, business entity, or responsible
 228 entity of the denial or revocation and during an appeal process.
- 229 (1) No request for a license is denied or license is revoked unless the owner,
 230 business entity, or responsible entity is given a 30 day notice in writing of the
 231 grounds for the proposed denial or revocation.
- 232 (2) If the denial or revocation is appealed within 30 days of receipt of the written
 233 notice, a hearing is conducted.

234

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

235 **Section 277. Other business, shared facility, and collaborations**

236 (a) **Other business.** No other business or activity unrelated to child care is conducted at
 237 the facility during the hours of operation, unless the shared facility requirements are met.

238 **(new PD/OST/DC)**

239 (a) **Shared facility.** Program may share the facility with other businesses provided
 240 these requirements are met.

241 (1) **Limitations.** Other businesses sharing the facility:

242 (A) have their own entrances, excluding schools;

243 (B) have their own restrooms, excluding schools, or the program has a
 244 Licensing approved plan addressing the prevention of unsupervised access to
 245 the children by individuals from the other businesses; and

246 (C) do not use licensed areas during the hours of operation, unless the alternate
 247 play area requirements are met.

248 (2) **Licensed space.** Licensed space within the facility is clearly defined.

249 (3) **Alternate play areas.** When the program's licensed indoor or outdoor play
 250 areas may be used during the hours of operation by another business in the shared
 251 facility, the program has:

252 (A) at least one designated alternate play area that children may use when their
 253 licensed play areas are unavailable. Alternate play areas:

254 (i) are indoor, outdoor, or both depending upon the potential circumstances;

255 (ii) are only temporarily used on an occasional basis when the licensed play
 256 areas are unavailable, unless the area is also a supplemental play area, such
 257 as a gymnasium;

258 (iii) are not calculated in the licensed capacity per Section 302(b) and (c); and

259 (iv) meet requirements when used by children in care.

260 (B) a Licensing approved written agreement between the program and the other
 261 businesses addressing the terms of use for licensed space and alternate play
 262 areas, including the:

263 (i) designated alternate play areas for indoors, outdoors, or both; and

264 (ii) circumstances, frequency, and duration of use.

265 (b) **Collaborations.** When the program collaborates with a school, the program submits a
 266 collaboration agreement per Section 281.2(c) and chooses whether the collaborative
 267 classrooms are included in the licensed capacity during the collaborative times.

268 (1) **Included in licensed capacity.** When the collaborative classrooms are
 269 included in the licensed capacity:

270 (A) all the requirements are met in these classrooms; and

271 (B) the school teachers meet the teaching personnel requirements and may
 272 count as master teachers when the individual meets the master teacher
 273 qualifications and responsibilities.

274 (2) **Not included in licensed capacity.** When the collaborative classrooms are not
 275 included in the licensed capacity, the:

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

- 276 (A) licensed capacity is reduced by the room capacity during the collaborative
 277 time;
 278 (B) classrooms have a notice posted on or near the doors, at all times, stating
 279 the times when it is a collaborative classroom;
 280 (C) classrooms are only required to meet the facility requirements per Section
 281 301 during the collaborative time. However the physical environment requirements
 282 per Sections 301 through 305 apply to licensed spaces, even when the children
 283 participating in the collaboration are the only children present;
 284 (D) school teachers are not required to meet the personnel requirements and do
 285 not count as master teachers;
 286 (E) school is responsible for the children participating in the collaboration during
 287 the collaborative time; and
 288 (F) school teachers and teaching personnel know which children are their
 289 responsibility, when children participating in the collaboration are in licensed
 290 space.
 291

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

292 **Section 278. Policy**

293 (a) **General.** Policies are individualized to the program, followed, and maintained per
294 Section 281.2(c).

295 (b) **Program liability insurance policy.** Program liability insurance is maintained,
296 unless an exception is claimed, per Section 404.3 of the Oklahoma Child Care Facilities
297 Licensing Act.

298 (c) **Vehicle insurance policy.** Vehicle insurance is maintained per Section 281.2(d)
299 and (e).

300 (d) **Program policy.** Program policies:

301 (1) are provided to the:

302 (A) parents upon enrollment and when revisions are made; and

303 (B) personnel upon employment and when revisions are made; and

304 (2) include at least these items, unless a statement is included addressing non-
305 applicable items:

306 (A) a brief program description; (new CCC/DI/Sick)

307 (B) the ages of children accepted;

308 (C) the days and hours of operation including days closed, such as holidays;

309 (D) the location of the compliance file;

310 (E) relevant emergency plan and procedures information for the parents;

311 (F) the health inclusion, separation, and exclusion criteria, including head lice
312 and other infestations;

313 (G) whether the program administers medication and under what conditions;

314 (H) the behavior management and discipline methods;

315 (I) the mandatory reporting requirement of suspected child abuse and neglect;

316 (J) an infant safe sleeping environment description, when the program provides
317 care to infants; and

318 (K) procedures for:

319 (i) gaining access to the building when initial public access is limited;

320 (ii) receiving and releasing the children from the program, including the
321 methods for verifying the identity of a caller to authorize the pick-up of a child
322 or of an individual who picks up a child. Verbal authorizations to pick-up a
323 child, not previously indicated in the child's records, are documented per
324 Section 281.4(b);

325 (iii) notifying the parents when a child does not arrive per Section 280(c);
326 (new PD)

327 (iv) monitoring the children's health per Section 295(c);

328 (v) notifying the parents of the children's exposure to a communicable
329 disease or infestation, including maintaining confidentiality of the ill or infected
330 child or personnel;

331 (vi) handling illnesses, injuries, and poison exposures, including when the
332 children are off-site;

333 (vii) storing, administering, returning, and disposing of medications;

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
(DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

- 334 (viii) storing, using, returning, and disposing of medical waste, such as
 335 syringes, needles, and lancets;
- 336 (ix) using sun safety methods, such as sunscreen;
 337 (x) using insect repellent;
- 338 (xi) managing the children's personal belongings; (new CCC/DI/Sick)
 339 (xii) transporting the children;
- 340 (xiii) notifying the parents of field trips;
 341 (xiv) receiving the children who arrive late for field trips when the child's group
 342 has already left the facility; and (new CCC/DI/Sick)
- 343 (xv) providing meals and snacks, including on field trips. (new CCC/DI/Sick)
- 344 (e) **Personnel policy.** When the program has two or more personnel, personnel
 345 policies:
- 346 (1) are provided to the personnel upon employment and when revisions are made;
 347 and
- 348 (2) include, at least the:
- 349 (A) qualifications, responsibilities, and professional development requirements,
 350 for each position, including initial and continuing professional development.
 351 Position descriptions may meet this requirement;
- 352 (B) chain of command;
- 353 (C) benefits, such as leave time, workers' compensation insurance, professional
 354 development, and other compensations;
- 355 (D) health and injury exclusion criteria, including head lice and other
 356 infestations; and
- 357 (E) procedures for the:
- 358 (i) close supervision of new personnel for at least 30 days; (new PD)
 359 (ii) performance evaluations; and
- 360 (iii) discipline and termination of personnel.
- 361 (f) **Volunteer policy.** When the program uses volunteers who are not considered
 362 personnel per Section 284.4(e), volunteer policies:
- 363 (1) are provided to the volunteers upon starting service and when revisions are
 364 made; and
- 365 (2) include, at least the:
- 366 (A) screening and selection criteria; and
- 367 (B) procedures for ensuring the volunteers obtain training and comply with the
 368 requirements.

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

369 **Section 279. Emergency preparedness**

- 370 (a) **Emergency plans and procedures.** (new PD/OST/DC)
- 371 (1) **General.** The program has emergency plans that are:
- 372 (A) individualized to the program and hours of operation;
- 373 (B) followed, unless the children's safety is at risk or emergency personnel
- 374 provide alternative instructions during an emergency; and
- 375 (C) maintained per Section 281.2(c).
- 376 (2) **Situations.** The emergency plans include procedures for:
- 377 (A) serious injuries;
- 378 (B) serious illnesses;
- 379 (C) poison exposure, including exposure to toxic substances;
- 380 (D) outbreaks of communicable diseases, including pandemic influenza;
- 381 (E) weather conditions, including tornados, floods, blizzards, and ice storms;
- 382 (F) fires, including wildfires;
- 383 (G) man-made disasters, including chemical and industrial accidents;
- 384 (H) human threats, including bomb threats and terrorist attacks;
- 385 (I) potentially violent situations in the program, including individuals with
- 386 threatening behaviors;
- 387 (J) lost or abducted children;
- 388 (K) utility disruption, including electricity, gas, water, and phone; and
- 389 (L) other natural or man-made disasters that could create structural damage to
- 390 the facility or pose health hazards.
- 391 (3) **Child needs.** The emergency plans include procedures for addressing each
- 392 child's needs, with additional considerations for children:
- 393 (A) two years of age and younger; and
- 394 (B) with disabilities or chronic medical conditions.
- 395 (4) **Account for children.** The emergency plans include procedures to account for
- 396 each child's location during an emergency.
- 397 (5) **Shelter-in-place.** The emergency plans include shelter-in-place procedures for
- 398 short or extended stay situations that require the children to stay in the building,
- 399 such as tornados and other weather emergencies.
- 400 (6) **Lock-down.** The emergency plans include lock-down procedures for situations
- 401 threatening the safety of the children and personnel, such as shootings, hostages, or
- 402 intruders. Lock-down procedures include:
- 403 (A) notifying personnel;
- 404 (B) keeping the children in designated safe locations in the building;
- 405 (C) encouraging children to remain calm and quiet;
- 406 (D) securing building entrances;
- 407 (E) preventing unauthorized individuals from entering the building. When the
- 408 program is in a shared facility, the program entrances are secured to prevent
- 409 unauthorized individuals from entering the program entrances; and
- 410 (F) responding when outdoors or on a field trip.

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

- 411 (7) **Evacuation.** The emergency plans include evacuation procedures for situations
 412 that require the children leave the building, such as a building fire. Evacuation
 413 procedures include:
- 414 (A) evacuation routes per Section 281.1(c) and (i); and
 - 415 (B) pre-determined meeting locations.
- 416 (8) **Relocation.** The emergency plans include relocation procedures for situations
 417 that require the children move to an alternate location, such as a bomb threat or
 418 wildfire. Relocation procedures include:
- 419 (A) pre-determined primary and secondary alternate locations, with prior
 420 approval from the alternate locations;
 - 421 (B) methods for relocating the children, including a pre-determined
 422 transportation plan; and
 - 423 (C) methods for reuniting parents and children.
- 424 (9) **Reporting.** The emergency plans include procedures for notifying:
- 425 (A) the emergency authorities, including the poison control center, when
 426 necessary;
 - 427 (B) the parents, including a method and backup method for how and when
 428 parents are notified; and
 - 429 (C) Licensing per Section 280(a).
- 430 (10) **Personnel.** The emergency plans include procedures for ensuring personnel
 431 are familiar with the:
- 432 (A) current emergency plan and procedures, including their roles and
 433 responsibilities in an emergency;
 - 434 (B) location of the emergency plans and procedures;
 - 435 (C) location of the posted program information and emergency numbers;
 - 436 (D) location of the first aid and emergency supply kits; and
 - 437 (E) location and use of the fire extinguishers.
- 438 (b) **Phones.**
- 439 (1) **On-site.** The program provides an operable phone in each building and on
 440 each floor for both incoming and outgoing calls.
 - 441 (2) **Off-site.** A phone is available at off-site activities.
 - 442 (3) **Vehicles.** A phone is in each vehicle, when the children are being transported.
- 443 (c) **Posted emergency information.**
- 444 (1) **Program information and emergency numbers.** Items are posted per Section
 445 281.1(d) and (i).
 - 446 (2) **First aid kit, emergency supply kit, and fire extinguisher locations.** Post
 447 per Section 281.1(i).
 - 448 (3) **Evacuation routes.** Post per Section 281.1(c) and (i).
- 449 (d) **First aid kits.**
- 450 (1) **Location.** First aid kits are located in each building and in vehicles when
 451 transporting.
 - 452 (2) **Accessibility.** First aid kits are accessible to the personnel at all times but are
 453 kept inaccessible to children.

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

- 454 (3) **Replace.** First aid kit supplies are replaced as needed, including expired items.
 455 (4) **Sanitary.** First aid kit supplies are maintained in a clean and sanitary manner,
 456 including sanitizing re-usable supplies before use on another individual.
 457 (5) **Supplies.** First aid kit supplies are stored together in a portable container.
 458 (A) Supplies at least include:
 459 (i) non-medicated adhesive strips;
 460 (ii) sterile gauze pads;
 461 (iii) rolled flexible or stretch gauze;
 462 (iv) bandage tape;
 463 (v) disposable non-porous, latex-free gloves;
 464 (vi) blunt-tipped scissors;
 465 (vii) tweezers;
 466 (viii) thermometer that is non-glass and non-mercury. The appropriate
 467 thermometer and method are used per Section 295(d);
 468 (ix) a current first aid guide; and
 469 (x) a copy of the posted program information and emergency numbers per
 470 Section 281.1(d).
 471 (B) In addition, the first aid kits in vehicles at least include:
 472 (i) a cold pack;
 473 (ii) liquid soap and water or individually packaged moist, disposable
 474 towelettes, for cleaning wounds;
 475 (iii) hand sanitizer and moist, disposable towelettes, for hand hygiene;
 476 (iv) plastic bags for disposal of items contaminated with blood or other body
 477 fluids; (new PD/OST/DC)
 478 (v) a pen or pencil and a note pad.
 479 (e) **Emergency supply kit.**
 480 (1) **Records.** Records to be gathered at the time of an emergency or maintained in
 481 a portable container at all times at least include the:
 482 (A) emergency plan and procedures, including the alternate location addresses,
 483 phone numbers, and contacts per Section 281.2(c);
 484 (B) emergency contacts per Section 281.2(c); and
 485 (C) full names of children and personnel currently in attendance.
 486 (2) **Supplies.** Emergency supplies to be gathered at the time of an emergency or
 487 maintained in a portable container at all times at least include:
 488 (A) a first aid kit; and
 489 (B) children's life-threatening condition medications, such as epi pens and
 490 rescue inhalers.
 491 (f) **Testing and maintaining emergency equipment.**
 492 (1) **Individual smoke and carbon monoxide alarms.** When the facility is
 493 equipped per Section 301(t) or (u), the individual alarms:
 494 (A) are operable;
 495 (B) are tested at least monthly and documented per Section 281.2(c); and

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

- 496 (C) have batteries replaced at least every six months, when battery operated.
 497 (new PD/OST/DC)
- 498 (2) **Central detection and alarm system for smoke or carbon monoxide.** When
 499 the facility is equipped per Section 301(v), the system is:
- 500 (A) fully functional;
 501 (B) checked at least monthly by viewing the control panel and documented per
 502 Section 281.2(c). However, this is not required when a company continuously
 503 monitors the system for full function as documented per Section 281.2(c); and
 504 (C) inspected and tagged at least every 12 months by a state licensed authority.
- 505 (3) **Fire extinguishers and automatic sprinkler system.** Fire extinguishers and
 506 when the facility is equipped with an automatic sprinkler system both are:
- 507 (A) fully functional; and
 508 (B) inspected and tagged at least every 12 months by a state licensed authority.
- 509 (g) **Drills and reviews.**
- 510 (1) **General.** For accurate and timely implementation in emergencies, drills and
 511 reviews of the emergency plans and procedures are conducted.
- 512 (A) Drills are conducted:
- 513 (i) at various times throughout the hours of operation, such as morning,
 514 mid-day, afternoon, and evening, so children and personnel in attendance at
 515 various times are involved in each type of drill at least every three months;
 516 and
 517 (ii) by following the pre-determined emergency plan and procedures.
- 518 (B) Drills and reviews are documented per Section 281.2(c).
- 519 (2) **Fire drills.** Fire drills are conducted at least monthly by evacuating and meeting
 520 at the pre-determined locations.
- 521 (3) **Tornado drills.** Tornado drills are conducted at least monthly by sheltering in
 522 the pre-determined on-site locations.
- 523 (4) **Lock-down and relocation procedure reviews.** To maintain familiarity, all
 524 personnel review the procedures at least every three months.
- 525 (5) **Emergency plans and procedures reviews.** The director reviews and updates
 526 emergency plans and procedures, as necessary:
- 527 (A) at least every 12 months;
 528 (B) upon enrollment of children with disabilities or chronic medical conditions;
 529 (C) after a drill when procedure issues are identified; and
 530 (D) after an emergency.

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

531 **Section 280. Reporting**532 (a) **Licensing.**533 (1) **Next business day.** The responsible entity or director notifies Licensing by the
534 next Licensing business day of:

535 (A) a change in the director;

536 (B) a change in the mailing address, when different from the physical address;

537 (C) a change in the phone number;

538 (D) a change in the program liability insurance coverage;

539 (E) an individual moving into the facility;

540 (F) a known legal action, such as a victim protective order, arrest, or criminal
541 investigation or charge, involving the program, owner, responsible entity,
542 personnel, or an individual living in the facility;543 (G) a known child abuse or neglect investigation involving the responsible entity,
544 personnel, or an individual living in the facility that is pending or has a disposition;

545 (H) an unscheduled temporary or permanent program closing or relocation;

546 (I) facility damage effecting the amount of usable square footage or compliance
547 with requirements;548 (J) an incident that exposes the children to an imminent risk of harm, such as a
549 child leaving the facility without the program's knowledge or being left alone on-
550 or off-site or in a vehicle;551 (K) an animal bite to an individual that occurs on-site at any time or off-site
552 during the hours of operation;553 (L) an accident involving transportation unless there were no injuries and only
554 minor damage to the vehicles;

555 (M) a child injury requiring emergency medical attention; and

556 (N) a child death occurring while in care.

557 (2) **Thirty days prior.** The responsible entity or director notifies Licensing at least
558 30 calendar days prior to:559 (A) an anticipated temporary or permanent program closing, other than
560 scheduled closings identified in the program's policy, such as holidays;

561 (B) an anticipated temporary or permanent change of program location;

562 (C) an anticipated facility change or alteration effecting the amount of usable
563 square footage or compliance with the requirements;

564 (D) a change of business entity;

565 (E) a change of responsible entity;

566 (F) a change in the program name; and

567 (G) a proposed licensed capacity change.

568 (b) **Child abuse hotline.**569 (1) **Immediate.** Individuals who have a suspicion or reason to believe a child has
570 been abused or neglected or is in danger of being abused, immediately make a
571 report to the statewide child abuse and neglect hotline (1-800-522-3511) per Section
572 1-2-101 Title 10A of the Oklahoma Statutes.**Proposed Requirement Revisions – 9-21-12**

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

- 573 (2) **Failure to report.** It is a misdemeanor for any individual who fails to report
 574 suspected child abuse or neglect.
- 575 (c) **Parents.**
- 576 (1) **Immediate.** The program notifies the parents immediately of:
- 577 (A) a child who does not arrive on his or her own at the facility as scheduled,
 578 such as walking to the facility; (new PD)
- 579 (B) a child not present at the pick-up location as scheduled;
- 580 (C) an administration of a life-threatening condition medication that is only
 581 administered as needed, such as an epi pen or rescue inhaler;
- 582 (D) an injury that may need evaluation by a physician;
- 583 (E) poison exposure; and
- 584 (F) an animal bite to a child, when the skin is broken or an evaluation by a
 585 physician may be needed.
- 586 (2) **Promptly.** The program notifies parents promptly of a child who is separated
 587 from the group due to an illness or infestation.
- 588 (3) **Upon picking up child.** The program notifies the parents upon picking up their
 589 child of:
- 590 (A) the daily report per Section 294(b);
- 591 (B) illness or infestation symptoms that developed or changed;
- 592 (C) a child's exposure to a communicable disease or infestation according to the
 593 program's policy per Section 278(d);
- 594 (D) an administration of a non-life-threatening condition medication that is only
 595 administered as needed, such as diaper cream;
- 596 (E) an animal bite to a child, when the skin is not broken; and
- 597 (F) implemented emergency plans and procedures, except for the drills.
- 598 (4) **Upon enrollment and prior to changes.** The program notifies the parents
 599 upon enrollment and prior to a change in the presence of:
- 600 (A) an animal; and
- 601 (B) weapons, ammunition, or both, including how safety requirements are met
 602 per Section 304(l). (new to PD/OST/DC)
- 603 (5) **Prior.** The program notifies the parents prior to each field trip of the date, time
 604 and location. When the field trip permission per Section 281.4(b):
- 605 (A) includes this specific information additional notification is not required; or
- 606 (B) does not include this specific information another method of notifying the
 607 parents is required.

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

608 **Section 281. General records and documentation**

- 609 (a) **General.** Records and documents may have additional information in other
 610 Sections. Items are provided promptly to Oklahoma Department of Human Services
 611 (OKDHS) personnel, upon request, and are available to the parents and personnel,
 612 unless the requirements specifically state otherwise.
- 613 (b) **Confidentiality.** Confidentiality policies and procedures are maintained.
 614 (1) Child records and other items specific to individual children are only available to
 615 personnel, as necessary, and the individual child's parents.
 616 (2) Personnel records are maintained in a confidential manner according to
 617 program procedures.
- 618 (c) **Current.** Items, including certifications, are kept current.
- 619 (d) **Location.** Items are:
 620 (1) maintained at the facility. However personnel records may have an exception
 621 per Section 281.3(b);
 622 (2) specifically located according to the requirements, when applicable; and
 623 (3) in a location known by the director and personnel in charge.
- 624 (e) **Electronic.** Items may be maintained electronically, unless the requirements
 625 specifically state otherwise, provided:
 626 (1) procedures are in place to ensure prompt access, including an on- or off-site
 627 electronic back-up method to ensure access in the event of data loss. Paper backup
 628 is required for posted items per Section 281.1 and accessible items per Section
 629 281.2, in the event of a power outage or non-working equipment;
 630 (2) signatures are hand written and initially obtained by electronic methods or on
 631 paper and electronically converted; and
 632 (3) the items can be provided to OKDHS and the parents by printing, emailing, or
 633 another method.
- 634 (f) **Combined items.** Required information may be combined together onto the same
 635 document, unless the requirements specifically state otherwise.
- 636 (g) **Original items.** OKDHS items, such as forms, appendices, and publications, are
 637 not modified in any manner, unless the requirements specifically state otherwise.
- 638 (h) **OKDHS form completion.** Forms are completed in the manner prescribed.
 639 Current forms are used when applicable.

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

640 **Section 281.1. Posted records and documentation**

641 (a) **General.** General records and documentation requirements per Section 281 also
 642 apply to the items in this Section. The items are posted at all times in a clear,
 643 unobstructed view so they can be easily read.

644 (b) **Post at main entrance - smoke-free notice.** Post a smoke-free environment
 645 notice at the program's entrance where the parents and public enter. The notice is not
 646 combined with other posted items. When the program is in a private residence, the
 647 notice indicates a smoke-free environment at all times or no smoking during the hours
 648 of operation. Paper only.

649 (c) **Post in prominent location for parents and public.** Post the items in a
 650 noticeable and frequently visited location for the parents and public to view, including in
 651 multiple buildings.

652 (1) **Permit or license.** Post OKDHS document. Paper only.

653 (2) **Notice of denial or revocation.** Post notice of the denial or revocation. Paper
 654 only.

655 (3) **Star certificate.** Post OKDHS Star certificate. Paper only.

656 (4) **Personnel in charge.** Post director's full name and at least one additional
 657 personnel responsible for program in the event director is not present at facility.
 658 When those listed are not present, the appointed personnel in charge is temporarily
 659 posted.

660 (5) **Notice to parents.** Post OKDHS publication. Paper only.

661 (6) **Child abuse and neglect notification.** Post a notice of requirement to report
 662 suspected abuse or neglect.

663 (7) **Child welfare investigative summary - confirmed and substantiated**
 664 **findings.** Post OKDHS form for 120 days from date investigation is completed, as
 665 indicated on form. Paper only.

666 (8) **Program liability insurance exception notification.** Post OKDHS form when
 667 program liability insurance is not maintained. Paper only.

668 (9) **Evacuation routes.** Post, on each floor, a floor plan with primary and
 669 secondary evacuation routes from each area of building. Paper only.

670 (10) **Weekly menu.** Post menu, with dates, including substitutions. Additional posted
 671 menus are duplicates, including substitutions.

672 (d) **Post in prominent location for personnel.**

673 (1) **Program information.** Post program name and address with main cross
 674 streets or directions to the facility. Paper only

675 (2) **Emergency numbers.** Post emergency numbers including:

676 (A) 9-1-1, where available, or local law enforcement, fire department, and
 677 ambulance service; and

678 (B) poison control, 1-800-222-1222. Paper only.

679 (3) **Restricted registry notice.** Post OKDHS Child Care Restricted Registry notice
 680 in a noticeable and frequently visited location for personnel viewing, including in
 681 multiple buildings. Paper only.

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

- 682 (e) **Post in kitchen.**
- 683 (1) **Weekly menu.** Post menu, with dates, including substitutions. Additional posted
- 684 menus are duplicates, including substitutions. (new PD)
- 685 (2) **Food allergies.** Post known food allergies of children in care near menu,
- 686 including child's full name and classroom.
- 687 (f) **Post on all microwaves - warning.** Post OKDHS publication. However the
- 688 program may modify the publication or develop their own document provided the
- 689 information remains the same or is exceeded. When the program shares the facility, the
- 690 posting is only required on microwaves used for children's food. Paper only.
- 691 (g) **Post near sinks - handwashing procedures.** Post the OKDHS publication ## –
- 692 Handwashing Procedures Using Paper Towels or publication ## – Handwashing
- 693 Procedures Using Mechanical Hand Dryers, where individuals can read while washing
- 694 their hands. However, the program may modify the publication or develop their own
- 695 document, provided the procedures remain the same or are exceeded. Paper only.
- 696 (h) **Post in diaper changing areas - procedures.** Post OKDHS publication ## -
- 697 Diaper Changing Procedures, where individuals can read while changing diapers.
- 698 However, program may modify appendix or develop their own document, provided
- 699 procedures remain the same or are exceeded. Paper only.
- 700 (i) **Post in classrooms.** Post where personnel and parents can read, unless the
- 701 requirements specifically state otherwise. Two or more classrooms may share the
- 702 posted items when the classrooms are next to each other and divided by low height
- 703 walls or barriers and the items can be read from each classroom.
- 704 (1) **Program information and emergency numbers.** Post duplicate information
- 705 as in prominent location for personnel per (d) of this Section. Paper only.
- 706 (2) **First aid kits, emergency supply kits, and fire extinguishers.** Post locations
- 707 of kits and fire extinguishers. Paper only.
- 708 (3) **Evacuation routes.** Post a floor plan with primary and secondary evacuation
- 709 routes from classroom(s). Routes are not combined with other posted items, except
- 710 for program information, emergency numbers, and locations of first aid kits,
- 711 emergency supply kits, and fire extinguishers, per (1) and (2) of this subsection.
- 712 Paper only.
- 713 (4) **Ratios and group sizes.** Post the applicable program type ratios and group
- 714 sizes per Appendix ## - Ratios and Group Sizes. (new PD/OST/DC) Paper only.
- 715 (5) **Classroom schedule.** Post with the required content per Section 290(b). Only
- 716 share this item when the schedule is applicable to each classroom. Paper only.
- 717 (6) **Weekly lesson plans.** Post with the date and required content per Section
- 718 290(d). Only share this item when the lesson plan is applicable to each classroom.
- 719 Paper only.
- 720 (7) **Hand hygiene.** Post OKDHS publication ## - Hand Hygiene. The program may
- 721 modify the publication or develop their own document, provided procedures remain
- 722 the same or are exceeded. Hand sanitizer information may be removed if the
- 723 program does not use hand sanitizer. Paper only.

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

724 (8) **Allergies.** Post known food and life-threatening allergies, child's full name, and
725 location of any life-threatening condition medications, for children present in
726 classroom(s), when exposure could potentially occur in care. To protect
727 confidentiality, post in a location or manner, such as a cover sheet, so only
728 personnel can read. Paper only.

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
(DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

729 **Section 281.2. Program records and documentation**

730 (a) **General.** General records and documentation requirements per Section 281 also
731 apply to the items in this Section.

732 (b) **Accessible in prominent location.** Items are located in a noticeable and
733 frequently visited location for the parents and public to view, including in multiple
734 buildings, and can be accessed without asking the personnel.

735 (1) **Requirements.** Licensing requirement book is accessible.

736 (2) **Compliance file.** Items are originals or copies and are maintained together,
737 with the most recent on top and all child identifying information removed.
738 Compliance file includes items within the last 120 days, at a minimum, from the date
739 on the document or the investigation completion date on the form, unless
740 requirements specifically state otherwise. Compliance file only contains:

741 (A) compliance monitoring from Licensing, Stars, and tribal agencies, such as:

742 (i) monitoring visit forms. Include most recent visit; and

743 (ii) case status information, such as forms and correspondence regarding:

744 (I) issuance of permits and licenses;

745 (II) non-compliances and Stars violations;

746 (III) notices to comply;

747 (IV) complaint findings;

748 (V) office conferences with Licensing, Stars, and tribal agencies;

749 (VI) Stars alternative settlements and reductions; and

750 (VII) consent agreements, denials of an application, and revocations of a
751 license;

752 (B) child welfare investigative summary, regardless of findings. However
753 confirmed and substantiated findings are maintained in file for 12 months;

754 (C) granted criminal history restriction waiver notifications. However notification
755 is maintained in the file for as long as the individual is employed or is living in the
756 facility; and

757 (D) any other document indicating placement in compliance file.

758 (c) **Available in facility.** Items are available upon request.

759 (1) **License issuance and maintenance.**

760 (A) **Fire inspections.** Items are available upon request.

761 (B) **Health inspections.** Items are available upon request.

762 (2) **Other business, shared facility, and collaborations.**

763 (A) **Collaboration agreement.** Includes content per Section 277(c).

764 (3) **Policy.**

765 (A) **Program policy.** Includes content per Section 278(d).

766 (B) **Personnel policy.** Includes content per Section 278(e).

767 (C) **Volunteer policy.** Includes content per Section 278(f).

768 (D) **Program liability insurance policy.** Includes OKDHS form completed
769 every 12 months and certificate of liability insurance from the insurance agent,
770 unless exception is claimed per Section 278(b).

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
(DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

- 771 (4) **Emergency preparedness.**
- 772 (A) **Emergency plans and procedures.** Includes content per Section 279(a).
 773 Maintained in readily available and portable manner for emergencies. Paper only.
- 774 (B) **Emergency contacts.** Emergency contact information for all personnel and
 775 enrolled children is maintained together in a readily available and portable
 776 manner. Paper Only.
- 777 (C) **Individual smoke and carbon monoxide alarm tests.** Dates the tests are
 778 conducted.
- 779 (D) **Central detection and alarm system checks for smoke, carbon**
 780 **monoxide, or both.** Dates the system is checked or the contract from the
 781 company that continuously monitors the system for full function,
- 782 (E) **Fire and tornado drills.** Dates and times the drills are conducted, with
 783 signature of personnel in charge during drill.
- 784 (F) **Lock-down and relocation procedure reviews.** Dates the reviews are
 785 completed by personnel.
- 786 (G) **Emergency plan and procedure reviews.** Dates the reviews are
 787 completed by Director.
- 788 (5) **Attendance.**
- 789 (A) **Personnel's attendance.** Daily attendance is:
 790 (i) promptly documented on paper, including personnel's full name, arrival
 791 time, and departure time; and
 792 (ii) maintained, on paper or electronically, for at least 12 months.
- 793 (B) **Children's attendance.** Daily attendance is:
 794 (i) promptly documented on paper, including child's full name, arrival time,
 795 and departure time; and
 796 (ii) maintained, on paper or electronically, for at least 12 months.
- 797 (6) **Animals.**
- 798 (A) **Rabies vaccination.** Certificate from licensed veterinarian for each:
 799 (i) dog and cat 4 months of age or older; and
 800 (ii) accessible animal that is a common host of rabies that can be vaccinated.
- 801 (B) **Psittacosis test results.** Negative results from licensed veterinarian for
 802 each bird of the parrot family.
- 803 (7) **Program.**
- 804 (A) **Parent conference.** Documentation of conferences offered at least every 12
 805 months to all parents, whether offered by a general or individualized notification.
- 806 (8) **Health and hygiene.**
- 807 (A) **Injury and poison exposure log.** Incidents requiring an injury or poison
 808 exposure report are documented in one location to determine patterns and
 809 maintained for at least 12 months. Log at least includes:
 810 (i) child's full name and age;
 811 (ii) injury date, time, type, and location at facility or off-site; and
 812 (iii) personnel present at time of injury.

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

- 813 (B) **Personnel administering medication.** Full names of personnel designated
 814 to administer medication.
- 815 (9) **Physical environment.**
- 816 (A) **Physical environment checklist.** Complete, at least every 12 months, the
 817 OKDHS form or other checklists regarding the same information as the form.
- 818 (B) **Well water results.** Obtain at least bacteria (total coliform), nitrate, and lead
 819 results every 12 months from an Oklahoma Department of Environmental Quality
 820 accredited drinking water laboratory.
- 821 (C) **Impact-absorbing materials.** Documentation of ASTM tested impact-
 822 absorbing materials. Maintain for duration of material's use.
- 823 (D) **Equipment inventory.** Complete OKDHS form at least every 12 months
 824 that is applicable to the program type and ages of children accepted into care.
- 825 (E) **Crib compliance.** Verification that cribs meet the Consumer Product Safety
 826 Commission standards. Maintain for duration of use.
- 827 (d) **Transportation.**
- 828 (1) **Transportation itinerary.** Duplicate from vehicle.
- 829 (2) **Vehicle insurance.** Proof of insurance indicating specific vehicles and
 830 individuals covered on the policy.
- 831 (3) **Vehicle inspections.** Dates and full names of individuals or commercial entities
 832 who conducted each inspection of:
- 833 (A) tire wear and pressure;
- 834 (B) brakes;
- 835 (C) lights; and
- 836 (D) seat belts.
- 837 (e) **Available in vehicle.**
- 838 (1) **Program information.** Program name, address, and phone number. Paper
 839 only.
- 840 (2) **Vehicle insurance.** Proof of insurance. Paper only.
- 841 (3) **Transportation itinerary.** Indicates approximate vehicle location at all times.
- 842 (4) **Child information.** Full name and emergency contact information for each
 843 transported child. Paper only.
- 844 (5) **Transportation attendance.** Attendance is:
- 845 (A) immediately documented each time each child enters or exits vehicle; and
- 846 (B) maintained for at least 120 days.
- 847 (6) **Child passenger check.** Before leaving the vehicle and in addition to the
 848 transportation attendance, the driver or last personnel in the vehicle documents
 849 completion of at least two methods of inspecting all areas of the vehicle for any
 850 remaining children to ensure no children are left on the vehicle.

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

851 **Section 281.3. Personnel and non-personnel records and documentation**

852 (a) **General.** General records and documentation requirements per Section 281 also
853 apply to the items in this Section.

854 (b) **Personnel records.** Maintain for at least 12 months following the last date of
855 employment, unless the requirements specifically state otherwise. When the program is
856 owned by a business entity that has two or more programs and a general administrative
857 office, personnel records are not required on-site, unless the requirements specifically
858 state otherwise, provided current personnel records are made available to Licensing
859 within one hour from the beginning of the monitoring visit.

860 (1) **Personnel information.** OKDHS form is:

861 (A) completed by each personnel; and

862 (B) submitted to Licensing within two weeks of employment. (new PD/OST/DC)

863 (2) **Treating medical personnel statement.** Report from treating medical
864 personnel is maintained when required per Section 283(f). Paper only.

865 (3) **Professional development plan.** Maintain current plan, when required per
866 Section 284(c), that:

867 (A) is relevant to the roles and responsibilities for the assigned position(s);

868 (B) includes training regarding minimum licensing requirements;

869 (C) varies each year; and

870 (D) builds upon previous professional development obtained.

871 (4) **Professional development verification.** Submit all verification to the
872 Oklahoma Professional Development Registry (OPDR), unless entered by an OPDR
873 approved trainer. In addition, maintain on-site:

874 (A) all verification, until registered on OPDR; and

875 (B) cardio-pulmonary resuscitation (CPR) and first aid certification.

876 (5) **Orientation.** Complete OKDHS form or program form containing same
877 information for each personnel.

878 (6) **Compliance review.** Director completes OKDHS requirements compliance
879 review form within one month of assuming director position.

880 (7) **Higher risk qualifications.** Documentation of required certification, training,
881 and experience for higher risk activities per Section 291(e) is maintained for at least
882 12 months.

883 (8) **Lifeguard certification.** Personnel who meet lifeguard duties have:

884 (A) CPR certification per Section 284(c); and

885 (B) lifeguard certification from American Red Cross, Young Men's Christian
886 Association (YMCA), or equivalent.

887 (9) **Driver or commercial driver license.** Maintain copy for each driver.

888 (10) **Seat belt exemption.** Written statement from licensed physician is maintained
889 when required per Section 306(g). Paper only.

890 (c) **Parent volunteer records.**

891 (1) **Driver or commercial driver license.** Maintain copy for 120 days from last use
892 of parent volunteer when required per Section 284.3(d). (new OST/DC)

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
(DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

893 (2) **CPR and first aid certification.** Maintain certification, from any source, for 120
894 days from last use of parent volunteer when required Section 284(c).
895

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
(DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

896 **Section 281.4. Child and teen aide records and documentation**

- 897 (a) **General.** General records and documentation requirements per Section 281 also
 898 apply to the items in this Section.
- 899 (b) **Child records.**
- 900 (1) **Child information.** OKDHS form or program form that contains same
 901 information is:
- 902 (A) completed by parent prior to first day of attendance; and
 903 (B) paper only.
- 904 (2) **Infant and one-year-old daily record.** Daily records for children one year of
 905 age and younger are available in the child's classroom and includes prompt
 906 documentation of eating, diapering, and sleeping activities. (new PD)
- 907 (3) **Verbal pick-up authorizations.** When verbal authorization for the pick-up of a
 908 child is obtained, the personnel documents the authorization including the:
- 909 (A) date and time of the authorization;
 910 (B) period of time the authorization is valid; and
 911 (C) full name of the:
- 912 (i) individual providing the authorization;
 913 (ii) individual being given the authorization;
 914 (iii) personnel receiving the authorization.
- 915 (4) **Multi-disciplinary professional permission.** Signed and dated parent
 916 permission. When the individual does not complete the background investigation
 917 requirements per Section 282(c), a parent release indicating this understanding is
 918 signed.
- 919 (5) **Food reward exception plan.** Behavior modification plan that includes director
 920 and parent signatures and date signed.
- 921 (6) **Immunization records.** Immunization record or exemption documentation is
 922 obtained prior to first day of attendance and is updated as child receives additional
 923 vaccines.
- 924 (7) **Medication permission.** Signed parent permission for each medication is
 925 obtained, prior to administration, on OKDHS form or program form that contains
 926 same information.
- 927 (A) Parent instructions are the same as:
- 928 (i) container instructions; or
 929 (ii) a licensed physician's written statement regarding over-the-counter
 930 medication instructions that differ from container instructions. Paper only.
- 931 (B) For chronic medical conditions, permission may be given for 12 months or
 932 less at a time provided specific instructions include when administration is
 933 needed, such as diaper cream and inhalers.
- 934 (8) **Medication administration.** To avoid omission and duplication, each dose
 935 administered is immediately documented on OKDHS form or program form that
 936 contains same information.

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

- 937 (9) **Injury or poison exposure report.** OKDHS form or program form that contains
 938 similar information is completed for each injury or exposure to a poison that occurs
 939 while in care.
- 940 (10) **Infant safe sleep environment.** Written statements from licensed physicians,
 941 signed parent permissions, or both are maintained when required per Section
 942 297(b). When from a physician, paper only.
- 943 (11) **Transportation permission.** Signed parent permission:
 944 (A) is obtained prior to transportation; and
 945 (B) at least includes:
 946 (i) vehicle information, such as program or personal vehicle;
 947 (ii) driver information, such as personnel or parent volunteer. When a parent
 948 volunteer driver, who transports on an irregular basis, does not have a
 949 criminal history records search per Section 282(c), a parent release indicating
 950 this understanding is signed for each event; and
 951 (iii) a specific pick-up and drop-off plan identified by the program or parent
 952 that at least addresses times and transfer of supervision.
- 953 (12) **Field trip permission.** Signed parent permission is obtained prior to the field
 954 trip and documentation is maintained for at least 12 months from the trip. Field trip
 955 permission may be:
 956 (A) specific with dates, times, and locations; or
 957 (B) general for all field trips occurring within a specified time period not to
 958 exceed 120 days, provided parents are notified of specifics for each field trip per
 959 Section 280(c).
- 960 (13) **Higher-risk activity permission and plan.** Plan is provided to parents and
 961 signed parent permission is obtained prior to activities and documentation of both
 962 are maintained for at least 12 months from the activity. Permission may be for each
 963 time the child participates or a general permission for each activity type, such as
 964 swimming, may be given for 120 days or less at a time. Field trip permission that
 965 includes the higher-risk activity plan meets this requirement. Plan includes: (new PD)
 966 (A) activity-related qualifications of individual(s) leading activity;
 967 (B) minimum ratios for activity;
 968 (C) conditions for child participation, such as age and skill level;
 969 (D) special equipment necessary, such as safety helmets or specific clothing;
 970 and
 971 (E) safety practices followed.
- 972 (14) **Annual parent conferences.** Documentation of offered conferences.
- 973 (15) **Swimming skills - children.** A signed and dated parent statement regarding
 974 the water depth in which their child may swim is obtained prior to the water activity
 975 and documentation is maintained for at least 12 months from the activity.
- 976 (16) **Special diet for infants.** Written statements from licensed physicians are
 977 maintained when required per Section 299(f). Paper only.
- 978 (c) **Teen aide records.** (new PD)
 979 (1) **Agreement.** Includes:

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

- 980 (A) duties and responsibilities of teen aide;
981 (B) full name of supervising personnel, such as director or master teacher; and
982 (C) signed and dated parent permission for child to work as a teen aide.
983 (2) **Additional.** Personnel records are not required. Children's records per (b) of
984 this Section are required.

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
(DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

985

Personnel and Non-Personnel986 **Section 282. Background investigations**987 (a) **Required individuals.** Background investigations are required, unless the
988 requirements specifically state otherwise, for:989 (1) responsible entity, prior to authorization to operate and when there is a change
990 in responsible entity;991 (2) personnel applicants, prior to hire. However:992 (A) the program may hire individuals who are only awaiting the national criminal
993 history records search based upon the submission of fingerprints, provided the:994 (i) preliminary criminal history review results from the licensing records
995 office are received by the program; and996 (ii) individual is not left alone with the children until the program receives the
997 completed criminal history review results from the licensing records office,
998 which are required within 30 days of hire for employment to continue; and999 (B) personnel who come from another licensed program owned by the same
1000 business entity are not required to repeat the background investigation process,
1001 provided there is no break in employment from the business entity.1002 (3) individuals with unsupervised access to the children, prior to having access to
1003 the children, including:1004 (A) parent volunteers who transport the children and multi-disciplinary
1005 professionals, unless an exception in (c) of this Section applies; and1006 (B) individuals present on a frequent basis as determined by Licensing;1007 (4) adults living at the facility, prior to authorization to operate or moving into an existing
1008 facility, including adults who turn 18 years of age while living at the facility; and1009 (5) individuals who have review of and access to the fingerprint results, prior to
1010 review of and access to the results.1011 (b) **Existing required individuals as of November 1, 2013.** On or before November
1012 1, 2016 the fingerprinting and criminal history review process per (e) of this Section is
1013 completed for existing required individuals, with the exception of individuals who have
1014 review of and access to the fingerprint results. These individuals complete the process
1015 prior to having review of and access to the results.1016 (c) **Non-required individuals.** Background investigations are not required for:1017 (1) parent volunteers who transport the children on an irregular basis, provided
1018 parent releases are obtained per Section 281.4(b);1019 (2) multi-disciplinary professionals who are not program personnel, provided parent
1020 releases are obtained per Section 281.4(b); and1021 (3) contracted drivers, provided the individual does not fill another position per
1022 Sections 284.1 through 284.4 or have unsupervised access to the children; and1023 (4) contracted non-personnel, provided the individual does not have unsupervised
1024 access to the children.1025 (d) **Restricted Registry.** The program conducts a search of the online Child Care**Proposed Requirement Revisions – 9-21-12**Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
(DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

- 1026 Restricted Registry, also known as the Restricted Registry and Joshua's List, when
 1027 required per (a) of this Section.
- 1028 (1) **Non-registrants.** Non-registrants are individuals who are not recorded on the
 1029 Restricted Registry.
- 1030 (2) **Registrants.** Registrants are individuals who are recorded on the Restricted
 1031 Registry and are prohibited from licensure, ownership, and are prohibited individuals
 1032 per Section 283(a) and (c).
- 1033 (e) **Criminal history.** The program receives the completed criminal history review
 1034 results from the licensing records office when required per (a) of this Section.
- 1035 (1) **Prohibitions.** Individuals with criminal history prohibitions are prohibited per
 1036 Section 283(a) through (c). Criminal history prohibitions include:
- 1037 (A) individuals who are required to register under the:
- 1038 (i) Sex Offenders Registration Act; or
- 1039 (ii) Mary Rippy Violent Crime Offenders Registration Act; or
- 1040 (B) drivers who have entered a plea of guilty or nolo contendere (no contest) or
 1041 been convicted of driving under the influence of alcohol or drugs or another
 1042 impaired driving offense within the last five years.
- 1043 (2) **Restrictions.** Individuals with restrictions are prohibited per Section 283(a) and
 1044 (c), unless a criminal history restriction waiver is granted. Criminal history restrictions
 1045 include individuals who have entered a plea of guilty or nolo contendere (no contest)
 1046 or have been convicted of:
- 1047 (A) an act of gross irresponsibility or disregard for the safety of others;
- 1048 (B) any criminal activity involving violence against an individual;
- 1049 (C) sexual misconduct;
- 1050 (D) child abuse or neglect;
- 1051 (E) animal cruelty; or
- 1052 (F) possession, sale, or distribution of illegal drugs; or
- 1053 (G) a pattern of criminal activity.
- 1054 (3) **Restriction waivers.** The responsible entity or director may only request a
 1055 criminal history restriction waiver, on an OKDHS form, for a required individual per
 1056 (a) of this Section with restrictions per (2) of this subsection. Criminal history
 1057 restriction waivers may not be requested or granted for Restricted Registry
 1058 registrants per (d) of this Section or individuals with criminal history prohibitions per
 1059 (1) of this subsection.
- 1060 (A) Individuals with pending or denied criminal history restriction waiver
 1061 requests are prohibited per Section 283(a).
- 1062 (B) Granted criminal history restriction waiver notifications are maintained per
 1063 Section 281.2(b).
- 1064 (f) **References.** The program obtains at least three non-relative references prior to
 1065 hiring personnel applicants, with at least two of the references from the most recent
 1066 employers, when applicable.
- 1067

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

1068 **Section 283. Prohibited individuals**

- 1069 (a) **Background investigation of required individuals.** The program does not allow
 1070 an individual, who is required to obtain a background investigation per Section 282(a), to
 1071 be in the presence of the children, present at the facility during the hours of operation,
 1072 living at the facility, or employed with the program, when the individual:
 1073 (1) is a Restricted Registry registrant per Section 282(d);
 1074 (2) has criminal history prohibitions or restrictions per Section 282(e), unless a
 1075 criminal history restriction waiver is granted per Section 282(e). Individuals with a
 1076 pending or denied criminal history restriction waiver request are prohibited.
 1077 (b) **Background investigation of drivers.** In addition to (a) of this Section, the
 1078 program does not allow an individual, who is required to obtain a background
 1079 investigation per Section 282(a), to transport the children when the individual has
 1080 criminal history prohibitions per Section 282(e).
 1081 (c) **Background of any individual.** The program does not allow any individual to be in
 1082 the presence of the children or present at the facility during the hours of operation when
 1083 the program is aware that the individual:
 1084 (1) is a Restricted Registry registrant per Section 282(d). However the individual
 1085 may drop-off and pick-up their children in care; or
 1086 (2) has criminal history prohibitions or restrictions per Section 282(e). However the
 1087 individual may drop-off and pick-up their children in care.
 1088 (d) **Behavior or health of any individual.** The program does not allow any individual to
 1089 be in the presence of the children, present at the facility during the hours of operation, or
 1090 living at the facility when the individual's behavior or health could endanger the health,
 1091 safety, or well-being of the children.
 1092 (e) **Health of food service personnel.** In addition to (a) and (d) of this Section, the
 1093 program does not allow any individual to work in any capacity in any area of food
 1094 service whose health could endanger the health, safety, or well-being of children.
 1095 (f) **Treating medical personnel statement.** When it is reported or observed that an
 1096 individual has a physical, mental, or emotional condition that may negatively impact the
 1097 care of the children or impair their ability to perform their assigned job responsibilities,
 1098 Licensing may require a treating medical personnel statement per Section 281.3(b).

1099

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

1100 **Section 284. General qualifications, responsibilities, and professional development**

1101 (a) **Qualifications.** Personnel meet the general qualifications in this Section and those
1102 specific to their assigned position(s) per Sections 284.1 through 284.4.

1103 (1) **Skills.** Personnel possess the skills to perform their position responsibilities.

1104 (2) **Background investigations.** Personnel meet the background investigation
1105 requirements per Section 282.

1106 (3) **Oklahoma Professional Development Ladder (OPDL).** Prior to or within 12
1107 months of employment, teaching personnel obtain and maintain a current OPDL
1108 certificate, per Appendix ## – Oklahoma Professional Development Ladder.

1109 (b) **Responsibilities.** Personnel meet the general responsibilities in this Section and
1110 those specific to their assigned position(s) per Sections 284.1 through 284.4 with or
1111 without reasonable accommodations.

1112 (1) **Complying with requirements.** Personnel comply with the requirements.

1113 (2) **Caring for and educating children.** Personnel:

1114 (A) individualize the care and learning opportunities to meet each child's needs
1115 based upon the child's age and abilities, including reviewing the information
1116 provided by the parents while respecting confidentiality;

1117 (B) recognize and act to correct hazards to physical safety, both indoors and
1118 outdoors;

1119 (C) demonstrate good judgment as evidenced by prudent and responsible
1120 behavior that reasonably ensures the health and safety of the children;

1121 (D) demonstrate realistic expectations for behavior based on the age, abilities,
1122 and needs of the children; and

1123 (E) work with children without physical, psychological, or emotional punishment,
1124 mistreatment, or abuse.

1125 (3) **Reporting child abuse and neglect.** Personnel report suspected child abuse
1126 and neglect per Section 280(b).

1127 (c) **Professional development.** Personnel meet the applicable general professional
1128 development requirements in this Section and those specific to their assigned
1129 position(s) per Section 284.1 through 284.4.

1130 (1) **Professional development verification.** Verification of professional
1131 development is maintained per Section 281.3(b).

1132 (2) **Professional development plan.** Within one month of employment, the
1133 director and teaching personnel have an individualized educational professional
1134 development plan. The plan is:

1135 (A) updated at least every 12 months from the date of employment. The plan
1136 may be due on a different date from the OPDL certificate renewal date; and

1137 (B) maintained per Section 281.3(b).

1138 (3) **Orientation.** Within one week of employment and prior to having sole
1139 responsibility for a group of children, the personnel obtain orientation that at least
1140 includes a review of:

1141 (A) licensing requirements;

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
(DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

- 1142 (B) infection control;
 1143 (C) injury prevention;
 1144 (D) handling common childhood emergencies, including choking;
 1145 (E) mandatory reporting to the health department of:
 1146 (i) reportable diseases; and
 1147 (ii) animal bites that break the skin;
 1148 (F) child abuse and neglect definition, identification, and mandatory reporting;
 1149 (G) appropriate use of discipline; (new PD/OST/DC)
 1150 (H) transportation and general child passenger safety, when the program
 1151 provides transportation; (new PD/OST/DC)
 1152 (I) diaper changing, when the program provides care to children in diapers;
 1153 (J) shaken baby syndrome or abusive head trauma, when program provides
 1154 care to children two years of age or younger; (new PD)
 1155 (K) infant safe sleep environment, when the program provides care to infants;
 1156 and (new PD)
 1157 (L) program specific information, that at least includes the:
 1158 (i) policies and procedures, with the personnel's implementation
 1159 responsibility;
 1160 (ii) emergency plans and procedures per Section 279;
 1161 (iii) confidentiality of information regarding children and their families;
 1162 (iv) personnel's assigned duties and responsibilities;
 1163 (v) classroom schedules per Section 290(b); and
 1164 (vi) methods used to inform personnel of children's special health, nutritional,
 1165 and developmental needs.
 1166 (4) **Entry Level Child Care Training (ELCCT) or equivalent.** Prior to or within 45
 1167 days of employment, teaching personnel hired after August 1, 2003 complete a
 1168 Licensing approved entry-level training. However, this training is not required when
 1169 previously received, unless the individual has not been employed at a licensed
 1170 program within the last five years
 1171 (5) **CPR and first aid.** Cardio-pulmonary resuscitation (CPR) and first aid
 1172 certifications are age-appropriate for the children in care and are from Licensing
 1173 approved sources.
 1174 (A) At all times, at least one personnel with current CPR and first aid
 1175 certification is present with the children:
 1176 (i) on-site, including in each building used for the children;
 1177 (ii) off-site; and
 1178 (iii) in each vehicle during transportation. However, a parent volunteer with
 1179 certification from any source meets this requirement.
 1180 (B) To help ensure this requirement is met at all times, at least the director and
 1181 required master teachers obtain these certifications per Section 284.1(b) and
 1182 284.2(b).
 1183 (6) **Infection control.** Personnel obtain infection control training at least every 12
 1184 months. (new PD)

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

- 1185 (7) **Continuing professional development.** To continually update and learn new
 1186 practices, ongoing professional development is obtained.
 1187 (A) The director and teaching personnel obtain at least the required number of
 1188 professional development clock hours to maintain a current Oklahoma Director
 1189 Credential per Appendix ## - Oklahoma Director Credential or Oklahoma
 1190 Professional Development Ladder certificate per Appendix ## - Oklahoma
 1191 Professional Development Ladder.
 1192 (B) Formal professional development is:
 1193 (i) two or more clock hours from an Oklahoma Professional Development
 1194 Registry (OPDR) approved training organization; or
 1195 (ii) OPDR approved college credit hours.
 1196 (C) Informal professional development is:
 1197 (i) less than two clock hours from an OPDR approved training organization;
 1198 (ii) any number of clock hours from an OPDR non-approved training
 1199 organization; or
 1200 (iii) any training from electronic media, such as videos or DVDs.
 1201 (D) Reading and television programs do not count toward required clock hours.
 1202 (8) **Child passenger safety.** When the program provides transportation for
 1203 children five years of age or younger, the program has at least one personnel who
 1204 has obtained a child passenger safety training from a Licensing approved source,
 1205 unless the vehicles used are exempt per Section 306(g). If the trained personnel's
 1206 employment ends, the program has three months to meet this requirement. This
 1207 training is required by program personnel even when the program contracts for
 1208 transportation.

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

1209 **Section 284.1. Director and personnel in charge**

1210 (a) **General.** In addition to the position specific requirements in this Section, personnel
 1211 meet the general requirements per Section 284. The program may have different titles
 1212 for these positions.

1213 (b) **Director.** The program employs an individual who meets the director qualifications
 1214 and responsibilities.

1215 (1) **Position specific qualifications.** The director:

1216 (A) is at least 21 years of age;

1217 (B) has satisfactory work experience;

1218 (C) has a current bronze level or higher certificate per Appendix ## - Oklahoma
 1219 Director's Credential;

1220 (D) is not required to obtain an Oklahoma Professional Development Ladder
 1221 (OPDL) certificate;

1222 (E) is not a director or master teacher at another program that operates
 1223 concurrently at any given time; and

1224 (F) has a good understanding of the requirements and program policies.

1225 (2) **Position specific responsibilities.** The director is:

1226 (A) accountable for the day-to-day operation of the program;

1227 (B) responsible for:

1228 (i) maintaining a program that meets or exceeds the requirements;

1229 (ii) improving the quality of care;

1230 (iii) implementing program development and evaluation;

1231 (iv) ensuring the personnel and volunteers obtain training and comply with
 1232 the requirements;

1233 (v) supervising the conduct of the personnel, volunteers, and other
 1234 individuals who provide services in the program;

1235 (vi) appointing and informing the personnel in charge when the director is not
 1236 present at the facility;

1237 (vii) registering the program as a direct care organization and maintaining
 1238 information on the Oklahoma Professional Development Registry (OPDR);

1239 and

1240 (viii) overseeing parent communication and family engagement;

1241 (C) present at the facility during the hours of operation at least 50 percent of the
 1242 operating hours or 30 hours per week, whichever is less; and (new PD)

1243 (D) free from direct care responsibilities, when four or more teaching personnel
 1244 are required to meet the ratios, at least three hours per day during the hours of
 1245 operation to provide program oversight and personnel supervision.

1246 (3) **Position specific professional development.** The director, upon assuming
 1247 the position:

1248 (A) completes an OKDHS requirements compliance review form within one
 1249 month;

1250 (B) obtains and maintains CPR and first aid certifications prior to or within three

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

- 1251 months per Section 284(c); and
 1252 (C) is not required to obtain Entry Level Child Care Training (ELCCT) or an
 1253 equivalent.
 1254 (c) **Personnel in charge.** Appointed personnel meet the personnel in charge
 1255 qualifications and responsibilities.
 1256 (1) **Position specific qualifications.** The personnel in charge:
 1257 (A) are at least 21 years of age; and
 1258 (B) have a good understanding of the requirements and program policies.
 1259 (2) **Position specific responsibilities.** The personnel in charge takes responsibility
 1260 for the program's operation when the director is not present at the facility.

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions **Pending Law and OKDHS Policy Changes**
New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
(DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

1261 **Section 284.2. Teaching personnel**

1262 (a) **General.** In addition to the position specific requirements in this Section, personnel
 1263 meet the general requirements per Section 284. The program may have different titles
 1264 for these positions.

1265 (b) **Master teachers.** The program employs at least the minimum number of required
 1266 individuals who meet the master teacher qualifications and responsibilities.

1267 (1) **Position specific qualifications.** Master teachers:

1268 (A) are at least 18 years of age;

1269 (B) have at least a high school diploma, General Education Development
 1270 (GED), or Licensing approved equivalent;

1271 (C) have a current Oklahoma Professional Development Ladder (OPDL)
 1272 certificate per Appendix ## - Oklahoma Professional Development Ladder of:

1273 (i) Level 3, specifically met by an Oklahoma Competency Certificate with a
 1274 Master Teacher emphasis; or

1275 (ii) Level 4 or higher; and

1276 (D) are not a director or master teacher at another program that operates
 1277 concurrently at any given time.

1278 (2) **Required master teachers.** At least one master teacher is required for every 60
 1279 children of the licensed capacity. Only the required master teachers are required to
 1280 meet all of the master teacher requirements.

1281 (3) **Director as master teacher.** The director may count as a required master
 1282 teacher only when the:

1283 (A) licensed capacity is 30 or less; and

1284 (B) director meets the master teacher qualifications.

1285 (4) **Position specific responsibilities.** Master teachers:

1286 (A) support other teaching personnel in meeting their teacher and assistant
 1287 teacher responsibilities;

1288 (B) are responsible for:

1289 (i) the direct care of children;

1290 (ii) planning and implementing the lesson plans;

1291 (iii) classroom arrangement;

1292 (iv) planning and implementing parent communication and family
 1293 engagement;

1294 (v) providing input on program development and evaluation; and

1295 (C) are present at the facility during the hours of operation at least 50 percent of
 1296 operating hours or 30 hours per week, whichever is less.

1297 (5) **Position specific professional development.** Prior to or within three months
 1298 of assuming the position, required master teachers obtain and maintain CPR and
 1299 first aid certification per Section 284(c).

1300 (c) **Teachers.** The program employs individuals who meet the teacher qualifications
 1301 and responsibilities.

1302 (1) **Position specific qualifications.** Teachers:

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

- 1303 (A) are at least 18 years of age; and
 1304 (B) have at least:
 1305 (i) a high school diploma, GED, or Licensing approved equivalent; or
 1306 (ii) completed the tenth grade and are in the process of obtaining a GED for
 1307 a period not to exceed 12 months from employment.
 1308 (2) **Position specific responsibilities. Teachers:**
 1309 (A) have the primary responsibility for the direct care of children; and
 1310 (B) participate in:
 1311 (i) lesson plan development and implementation;
 1312 (ii) classroom arrangement;
 1313 (iii) parent communication and family engagement; and
 1314 (iv) program development and evaluation.
 1315 (d) **Assistant teachers.** The program may employ individuals who meet the assistant
 1316 teacher qualifications and responsibilities.
 1317 (1) **Position specific qualifications. Assistant teachers:**
 1318 (A) are at least 16 years of age; and
 1319 (B) meet one of these criteria:
 1320 (i) are currently enrolled in high school or an equivalent;
 1321 (ii) have at least a high school diploma, GED, or Licensing approved
 1322 equivalent; or
 1323 (iii) have completed the tenth grade and are in the process of obtaining a
 1324 GED for a period not to exceed 36 months from employment.
 1325 (2) **Position specific responsibilities. Assistant teachers:**
 1326 (A) are responsible for the direct care of children; and
 1327 (B) carry out assigned tasks that may include participation in:
 1328 (i) lesson plan development and implementation;
 1329 (ii) classroom arrangement;
 1330 (iii) parent communication and family engagement; and
 1331 (iv) program development and evaluation.
 1332 (3) **Position specific limitations. Assistant teachers:**
 1333 (A) are overseen by an on-site director, master teacher, or teacher who:
 1334 (i) oversees no more than two assistant teachers or teen aides at one time;
 1335 (ii) makes personal or verbal contact at least once an hour; and
 1336 (iii) provides intervention when needed; and
 1337 (B) do not have sole responsibility for a group of children:
 1338 (i) for more than three hours per day; and (new OST/DC)
 1339 (ii) during higher risk activities per Section 291.
 1340 (e) **Substitutes for teaching personnel.** The program may employ individuals who
 1341 meet the substitute qualifications and responsibilities.
 1342 (1) **Position specific qualifications.** Substitutes meet the teacher qualifications
 1343 per (c) of this Section. However, the OPDL certificate is not required until indicated
 1344 in (3) of this subsection. (new PD/OST/DC)

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

1345 (2) Position specific responsibilities. Substitutes meet the responsibility
1346 requirements for the position(s) they are filling.

1347 (3) Position specific professional development. Substitutes meet the general
1348 professional development requirements per Section 284(c).

1349 (A) Substitutes are familiar with the program's policies and procedures before
1350 they are left in charge of a group of children; and

1351 (B) The timeframe for meeting the professional development requirements
1352 begins when the substitute has worked for the program a total of 80 hours.
1353

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
(DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

1354 **Section 284.3. Support personnel**

1355 (a) **General.** In addition to the position specific requirements in this Section, personnel
 1356 meet the general requirements per Section 284. The program may have different titles
 1357 for these positions.

1358 (b) **All support personnel.** The program may employ individuals or use other
 1359 personnel who meet the support personnel qualifications and responsibilities. (new PD)

1360 (1) **Position specific responsibilities.** Support personnel, such as drivers, facility
 1361 custodians, administrative assistants, and food service personnel, provide support
 1362 services to the program and may assist teaching personnel during emergency plan
 1363 implementation.

1364 (2) **Position specific limitations.** Personnel performing support services do not
 1365 count in ratios unless an exception applies per Section 286(a).

1366 (3) **Position specific additional requirement.** When support personnel count in
 1367 the ratios, the individuals meet the teaching personnel requirements.

1368 (c) **Food service personnel.** The program may employ individuals or use other
 1369 personnel who meet the food service personnel qualifications and responsibilities.

1370 (1) **Position specific responsibilities.** Food service personnel:

1371 (A) prepare and serve food; and

1372 (B) meet the food service requirements per Section 300.

1373 (2) **Position specific professional development.** Prior to or within three months
 1374 of assuming primary responsibilities for food preparation, food service personnel
 1375 obtain a Licensing approved food service training. (new PD/OST/DC)

1376 (3) **Position specific additional requirement.** When food service personnel count
 1377 in ratios, the individuals meet the teaching personnel requirements.

1378 (d) **Drivers.** The program may employ individuals or use other personnel who meet
 1379 the driver qualifications and responsibilities.

1380 (1) **Position specific qualifications.** Drivers:

1381 (A) are at least 21 years of age;

1382 (B) have a valid driver or commercial driver license (CDL) in their state of
 1383 residence appropriate for the type of vehicle driven;

1384 (C) who are contracted personnel, may not be required to obtain criminal history
 1385 reviews per Section 282(c); and

1386 (D) are prohibited when required per Section 283(b).

1387 (2) **Position specific responsibilities.** Drivers:

1388 (A) transport the children; and

1389 (B) meet the transportation requirements per Section 306.

1390 (3) **Position specific professional development.** Drivers, excluding parents that
 1391 volunteer on an irregular basis, obtain within three months of transporting children:

1392 (A) child passenger safety training per Section 284(c) from the program's
 1393 trained personnel or a Licensing approved source or a trained personnel is in the
 1394 vehicle with the contracted driver, unless the vehicle used is exempt per Section
 1395 306(g). In addition, the personnel who assist with the child passenger restraints

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

- 1396 obtain this training within three months of assisting; and
1397 (B) vehicle safety training:
1398 (i) for the safe operation of the type of vehicle driven, when driving a vehicle
1399 designed to transport ten or more passengers; and
1400 (ii) from any training source. However, reading the owner's manual does not
1401 meet this requirement.
1402 (4) **Position specific additional requirement.** When a driver counts in ratios, the
1403 individual meets the teaching personnel requirements.

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
(DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

1404 **Section 284.4. Other personnel and non-personnel**

1405 (a) **General.** In addition to the position specific requirements in this Section, personnel
 1406 meet the general requirements per Section 284. The program may have different titles
 1407 for these positions.

1408 (b) **Contracted personnel.** When the program contracts for a service and the
 1409 individual or agency personnel fills a position per Section 284.1 through 284.3, the
 1410 requirements for the position(s) are met.

1411 (c) **Contracted non-personnel.** When the program contracts for a service, such as for
 1412 special activities or facility repair, and the individual or agency personnel does not fill a
 1413 position per Section 284.1 through 284.3, the personnel requirements are not required.

1414 (1) **Position specific qualifications.** Contracted non-personnel who have
 1415 unsupervised access to the children meet the background investigation
 1416 requirements per Section 282.

1417 (2) **Position specific limitations.** Contracted non-personnel are not responsible
 1418 for supervision per Section 287(j).

1419 (d) **Multi-disciplinary professionals.** The program may use and allow children to
 1420 have access to multi-disciplinary professionals when parent permission is maintained
 1421 per Section 281.4(b).

1422 (e) **Volunteers.** The program may use volunteers, including student interns.
 1423 Volunteers are not considered personnel, unless filling a position per Section 284.1
 1424 through 284.3 .

1425 (1) **Position specific qualifications.** Volunteers who:

1426 (A) have unsupervised access to the children meet the background investigation
 1427 requirements per Section 282; or

1428 (B) fill another position meet the qualifications for the position(s) they are filling.

1429 (2) **Position specific responsibilities.** Volunteers:

1430 (A) comply with the requirements; and

1431 (B) who fill a position meet the responsibility requirements for the position(s)
 1432 they are filling.

1433 (3) **Position specific professional development.** Volunteers:

1434 (A) prior to providing services, are familiar with the program's policies and
 1435 procedures that pertain to the services they are providing; and

1436 (B) who fill a position meet the professional development requirements for the
 1437 position(s) they are filling.

1438 (4) **Position specific limitations.** Volunteers are supervised by the director or
 1439 designated personnel.

1440 (f) **Teen aides.** The program may use individuals who meet the teen aide
 1441 qualifications and responsibilities. (new PD)

1442 (1) **Position specific qualifications.** Teen aides are:

1443 (A) 13 through 15 years of age;

1444 (B) enrolled in school and are not suspended or expelled; and

1445 (C) visibly identifiable, such as using name tags or t-shirts.

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

- 1446 (2) **Position specific responsibilities.** Teen aides assist the teaching and other
 1447 personnel.
- 1448 (3) **Position specific limitations:** Teen aides are:
- 1449 (A) not left alone with children;
- 1450 (B) not considered personnel; therefore, not counted in ratios and not required
 1451 to meet the personnel requirements;
- 1452 (C) not counted as children in ratios or capacity and do not require supervision
 1453 like children in care, provided all the teen aide requirements are met;
- 1454 (D) assigned to a group of children that:
- 1455 (i) are at least two years younger than the teen aide;
- 1456 (ii) has at least one adult teaching personnel present; and
- 1457 (iii) has no more than two teen aides; and
- 1458 (E) overseen by an on-site director or master teacher who:
- 1459 (i) oversees no more than two teen aides or assistant teachers at one time;
- 1460 (ii) makes personal or verbal contact at least once an hour; and
- 1461 (iii) provides intervention when needed.

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

1462

Licensed Capacity, Ratios, and Supervision

1463

Section 285. Licensed capacity

1464 (a) **Licensed capacity.** The maximum number of children in care at one time, whether
 1465 on- or off-site, does not exceed the licensed capacity specified on the current permit or
 1466 license. This includes the children of personnel who are present and not filling a
 1467 position, such as a teen aide.

1468 (b) **Calculating licensed capacity.** The licensed capacity is the lowest capacity
 1469 computed:

1470 (1) for the indoor play area based on the number of sinks and toilets;

1471 (2) for the indoor play area based on the square footage;

1472 (3) for the outdoor play area based on the square footage; or

1473 (4) on the fire inspection report, when applicable.

1474 (c) **Equipment and master teachers.** The licensed capacity impacts the:

1475 (1) amount of equipment; and

1476 (2) number of required master teachers.

1477 (d) **Collaborations.** The licensed capacity may be reduced during collaborative times
 1478 per Section 302(b).

1479

1480

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

1481 **Section 286. Ratios and group sizes**

1482 (a) **Ratios.** Ratios mean the number of teaching personnel required for a child or
 1483 group of children. Ratios are maintained at all times per Appendix ## - Ratios and
 1484 Group Sizes. Supervision is maintained per Section 287(a) in order to be counted in
 1485 ratios.

1486 (1) **Counted in ratios.** Teaching personnel may count in the ratios when these
 1487 situations apply.

1488 (A) **Minimal cleaning and food service.** When supervision is maintained,
 1489 teaching personnel may count in the ratios while performing minimal cleaning
 1490 and food service in the classroom.

1491 (B) **Adjacent restrooms.** Teaching personnel may count in the ratios when
 1492 present or children are present in a restroom that opens directly into the
 1493 classroom provided the children can be seen or heard and supervision is
 1494 maintained.

1495 (C) **Three- through five-year-olds at rest time.** When children are resting
 1496 quietly or sleeping, these exceptions may apply.

1497 (i) **One group.** At least one teaching personnel is present in the classroom.
 1498 Other teaching personnel required for the ratios remain in the building on the
 1499 same floor.

1500 (ii) **Combined groups.** When two or more groups are combined into one
 1501 classroom for rest time, at least one teaching personnel from each group is
 1502 present in the classroom. Other teaching personnel required for the ratios
 1503 remain in the building on the same floor. When groups are combined the:

1504 (I) maximum group size requirements do not apply per (b) of this
 1505 Section; and

1506 (II) classroom capacity requirements apply per Section 302(b).

1507 (2) **Not counted in ratios.** Personnel do not count in the ratios when these
 1508 situations apply.

1509 (A) **Transportation.** Drivers do not count in the ratios when children three
 1510 years of age or younger are transported, unless only one or two children are
 1511 transported.

1512 (B) **Support services.** Personnel do not count in the ratios when performing
 1513 support services, such as cooking, cleaning, and clerical, unless minimal
 1514 cleaning and food service requirements in (1) of this subsection are met. (new
 1515 PD)

1516 (C) **Lifeguard.** Personnel do not count in the ratios when performing lifeguard
 1517 duties.

1518 (3) **Children with disabilities.** When children with disabilities are in care,
 1519 additional teaching personnel may be required to ensure the appropriate supervision
 1520 and care of all children. (new PD)

1521 (4) **Overnight care.** When children are resting quietly or sleeping:

1522 (A) at least one teaching personnel is present in the classroom; and

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

- 1523 (B) other teaching personnel required for ratios remain in the building on the
 1524 same floor.
- 1525 (b) **Groups and group sizes.** Groups are determined by the number of children cared
 1526 for by one or more teaching personnel. Unless the requirements specifically state
 1527 otherwise, there is only one group of children per classroom or other area and the
 1528 maximum group size is not exceeded per Appendix ## – Ratios and Group Sizes.
- 1529 (1) **Classrooms.** Rooms may be one classroom or may be divided into more than
 1530 one classroom by permanent or temporary walls or barriers, including large areas
 1531 such as gymnasiums, provided the requirements per Section 302(b) are met. (new
 1532 OST/DC)
- 1533 (A) **Four-year-olds and younger.** Walls or barriers are at least three feet in
 1534 height. (new PD)
- 1535 (B) **Five-year-olds and older.** Walls or barriers may be established through a
 1536 variety of options, such as partitions or tables.
- 1537 (2) **Maximum group size exceptions.** The maximum group size requirements do
 1538 not apply when groups are combined for special activities, outdoor play, meals and
 1539 snacks, rest time, and field trips. However the ratio requirements apply, including the
 1540 combined group rest time exception per (a) of this Section.
- 1541 (c) **Post ratios and group sizes.** The ratios and group sizes are posted per Section
 1542 281.1(i).

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

1543 **Section 287. Supervision**

1544 (a) **Supervision.** Supervision:

1545 (1) means the function of observing, overseeing, and guiding a child or group of
 1546 children. This includes awareness of and responsibility for the ongoing activity of
 1547 each child and being near enough to intervene when needed;

1548 (2) requires teaching personnel be physically present with children to be counted in
 1549 ratios per Section 287(a), unless the requirements specifically state otherwise; and

1550 (3) is maintained at all times.

1551 (b) **Assignment.** When assigning teaching personnel and children to a group these
 1552 considerations are made.

1553 (1) The development and age of the child is considered.

1554 (2) The teaching personnel recognize which children are assigned to their group.
 1555 (new CCC/DI/Sick/OST/DC)

1556 (3) Teaching personnel are responsible for learning the behaviors, interests, and
 1557 individual needs of each child in their group.

1558 (c) **Personal activities.** Personnel do not participate in personal activities that
 1559 interfere with supervision, such as visitors, phone calls, or electronic device use.

1560 (d) **Light levels.** Lighting levels allow for observation of the children, including facial
 1561 features.

1562 (e) **Kitchen.** Children are restricted from the kitchen, unless part of a planned,
 1563 supervised activity.

1564 (f) **Six-year-olds and older children.** Five or fewer children, who have a good
 1565 understanding of the program's rules and policies, may participate in a short-term, on-
 1566 site activity that is not within the sight and hearing of teaching personnel. However:

1567 (1) the children count in the ratios of their assigned group;

1568 (2) this exception is not used when:

1569 (A) the children are using stationary outdoor play area equipment;

1570 (B) the children are participating in higher risk activities; or

1571 (C) on-site services are being performed by contracted non-personnel who do
 1572 not have completed criminal history reviews per Section 282(e); and

1573 (3) when this exception is used, the assigned teaching personnel:

1574 (A) make contact with these children at least every ten minutes, while
 1575 maintaining supervision of all the children;

1576 (B) provide immediate intervention, when needed; and

1577 (C) know the location of each child at all times and the nature of his or her
 1578 activities.

1579 (g) **On-site play areas accessible to public.** The program has a method for easily
 1580 identifying the children in care and identifies any boundaries to the children.

1581 (h) **Off-site.** When the program provides or arranges for off-site activities:

1582 (1) a written plan of supervision is maintained; (new PD/OST/DC)

1583 (2) an adult teaching personnel is with each group;

1584 (3) boundaries are identified to children; and

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

- 1585 (4) children in care are identifiable, such as using t-shirts. (new CCC/DI/Sick/PD)
- 1586 (i) **Transportation.** To assist with appropriate supervision, transportation
- 1587 documentation is maintained per Section 281.2(e).
- 1588 (1) Children are never left unattended in vehicles.
- 1589 (2) Supervision during transportation:
- 1590 (A) begins at the pre-arranged pick-up time or when the child is actually picked
- 1591 up, whichever is earlier. When the child is not present, the program informs the
- 1592 parent per Section 280(c); and
- 1593 (B) ends at the pre-arranged drop-off time or when the child is actually dropped
- 1594 off, whichever is later. The child is only left at the pre-arranged drop-off location
- 1595 or with the individual designated by the parent per Section 281.4(b).
- 1596 (3) Drivers do not use any communication device while driving.
- 1597 (4) The child's entire body remains in the vehicle.
- 1598 (j) **Contracted non-personnel.** When contracted non-personnel, such as guest
- 1599 speakers and special activity instructors, are present, the program personnel provide
- 1600 the supervision.
- 1601 (k) **Overnight care.** Teaching personnel required for the ratios are awake at all times.

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

Interactions with Children

1602

1603 Section 288. Child guidance principles

1604 (language was added to expand on best practices of learning environments)

1605 (a) Atmosphere.

1606 (1) Child guidance principles are used to:

1607 (A) promote an atmosphere that develops socially and emotionally healthy
 1608 children; and

1609 (B) discourage behavioral issues.

1610 (2) The program creates a caring community among the children, personnel, and
 1611 parents that is:

1612 (A) respectful of individuals, families, and cultures;

1613 (B) emotionally and physically safe;

1614 (C) bully-free. Bullying is repeated disrespectful behavior to an individual or
 1615 group that is intentional, aggressive, and results in unequal power;

1616 (D) cooperative rather than competitive;

1617 (E) nurturing and caring;

1618 (F) consistent and stable;

1619 (G) relaxed and positive; and

1620 (H) encouraging of learning.

1621 (3) Personnel:

1622 (A) meet the children's needs through positive interactions and program
 1623 activities;

1624 (B) respect the children's thoughts, feelings, interests, projects, and time;

1625 (C) provide positive reinforcement, such as recognizing and encouraging
 1626 acceptable behaviors, efforts, and accomplishments;

1627 (D) intervene to:

1628 (i) ensure emotional and physical safety for all the children, as quickly as
 1629 possible; and (new PD/OST/DC)

1630 (ii) solve problems in a comforting and supportive way, when necessary;

1631 (E) give clear directions;

1632 (F) provide guidance during activities and interactions; (new PD)

1633 (G) help the children feel successful at a task and give options for other tasks if
 1634 the one chosen proves too difficult; and (new PD/OST/DC)

1635 (H) teach the children:

1636 (i) by modeling appropriate behaviors;

1637 (ii) understanding and empathy for others;

1638 (iii) to talk things out; (new PD)

1639 (iv) impulse control and appropriate expressions of anger; and

1640 (v) assertive behavior rather than aggression.

1641 (b) Personnel to child interactions.

1642 (1) Personnel play and interact with the children frequently:

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

- 1643 (A) indoors and outdoors;
 1644 (B) individually and in groups; and
 1645 (C) while meeting the children's physical needs, such as at meal time.
 1646 (2) Personnel hold, cuddle, and rock children two years of age and younger.
 1647 (3) Personnel communicate and interact with individual children at the child's eye
 1648 level, as much as possible.
 1649 (4) Personnel encourage language development by talking, describing events,
 1650 reading stories, singing, and playing musical games. With children one year of age
 1651 and younger, personnel react to the child's sounds, name objects, and talk to them
 1652 while meeting their physical needs, such as when diapering and feeding.
 1653 (5) Personnel actively seek meaningful conversations with the children and talk
 1654 about events of importance to the child. (new PD)
 1655 (6) Personnel are available and responsive to the children, such as:
 1656 (A) encouraging them to share their experiences, ideas, and feelings; (new PD)
 1657 (B) listening to them with attention and respect; (new PD)
 1658 (C) sympathetically comforting a crying or distressed child; and
 1659 (D) encouraging them to report bullying behavior.
 1660 (7) Personnel teach problem solving skills by encouraging the children to work
 1661 through a problem rather than imposing a solution. Personnel facilitate rather than
 1662 instruct, such as offering suggestions. (new PD)
 1663 (8) Personnel interact with the children in a developmentally appropriate manner,
 1664 such as more mentoring and less instructing as the child develops.
 1665 (9) Personnel communicate individual strengths to the children.
 1666 (c) **Child to child interactions.**
 1667 (1) Personnel encourage the children to develop social skills by:
 1668 (A) developing friendships;
 1669 (B) learning to help;
 1670 (C) working cooperatively with others; and (new PD)
 1671 (D) learning from and with one another.
 1672 (2) Personnel encourage the children to respect themselves, others, and their
 1673 environment.
 1674 (3) Personnel recognize and address known bullying behaviors by:
 1675 (A) giving clear messages that hurting others is unacceptable; and
 1676 (B) involving families and personnel in creating a caring community.

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

1677 **Section 289. Discipline**

1678 (a) **Appropriate discipline.** Discipline is developmentally appropriate, responsive to
 1679 the circumstances, constructive, and provides an opportunity to learn. Personnel use
 1680 these practices.

1681 (1) **Assessment.** Personnel evaluate the environment, atmosphere, and activities
 1682 before considering specific child interventions.

1683 (2) **Interaction.** Personnel interact with an attitude of understanding and firmness.
 1684 (new PD)

1685 (3) **Fairness and consistency.** Personnel use fair and consistent rules.

1686 (4) **Perspective.** Personnel maintain perspective and recognize every behavior
 1687 does not require the teaching personnel's attention or intervention. (new PD)

1688 (5) **Expressing acceptance and disapproval.** Personnel speak so the children
 1689 understand they and their feelings are acceptable but their action or behavior is
 1690 unacceptable. (new PD/OST/DC)

1691 (6) **Self-control.** Personnel encourage the children to develop self-control. (new PD)

1692 (7) **Relevant.** Personnel choose discipline that is relevant to the behavior. (new
 1693 CCC/DI/Sick/ OST/DC)

1694 (8) **Redirect.** Personnel provide alternatives when the behavior is unacceptable.

1695 (9) **Consequences.** Personnel use safe, natural, and logical consequences to help
 1696 the children take responsibility for their actions. (new PD)

1697 (10) **Individualize.** Personnel recognize every discipline method is not effective with
 1698 every child, circumstance, or both.

1699 (11) **Time-out or time-away.** Personnel consider this option when other discipline
 1700 methods are not effective. (new PD/OST/DC)

1701 (A) **Personnel use this method only with children two years of age and older**
 1702 **when:**

1703 (i) **necessary for the child to regain self-control;**

1704 (ii) **the child has the ability to learn from it; and**

1705 (iii) **appropriate supervision can be maintained.**

1706 (B) **The child may sit quietly or participate in an individual activity.**

1707 (C) **Limit time-out to one minute or less for each year of age. However when**
 1708 **self-control is regained in less time, the child has the option to rejoin an ongoing**
 1709 **activity.**

1710 (D) **Time-out may be used during outdoor play.**

1711 (b) **Inappropriate discipline.** Personnel do not use or threaten to use these practices,
 1712 regardless of parent permission per Section 294(a).

1713 (1) **Physical.** Examples of inappropriate physical discipline include:

1714 (A) **shaking, striking, spanking, swatting, thumping, pinching, popping, shoving,**
 1715 **spatting, hair pulling, yanking, slamming, and any other actions that could cause**
 1716 **pain;**

1717 (B) **biting a child, including in response to a child biting;**

1718 (C) **putting anything in or on a child's mouth;**

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

- 1719 (D) exposure to extreme temperatures;
 1720 (E) excessive or forced exercise; and
 1721 (F) restraining a child by any means other than holding and then for only as long
 1722 as necessary for the child to regain self-control.
 1723 (2) **Psychological and emotional.** Examples of inappropriate psychological and
 1724 emotional discipline include:
 1725 (A) humiliating, rejecting, or neglecting a child;
 1726 (B) making derogatory or sarcastic remarks about a child's family, race, gender,
 1727 religion, or cultural background;
 1728 (C) yelling at a child out of anger or using harsh or profane language;
 1729 (D) punishing or threatening a child in association with:
 1730 (i) education, such as writing repetitive sentences, homework, worksheets,
 1731 or forced reading or writing; and
 1732 (ii) physical needs, such as:
 1733 (I) withdrawing, denying, or forcing food, rest, or toileting; and
 1734 (II) withdrawing or denying outdoor play or a weather alternate activity;
 1735 (E) isolating a child without supervision;
 1736 (F) placing a child in a dark area;
 1737 (G) allowing a child to discipline other children; and (new PD)
 1738 (H) punishing an entire group due to the actions of one or a few children. (new
 1739 PD)
 1740 (c) **Inappropriate food reward.** Food is not used to obtain or reward desired behaviors.
 1741 (1) **Food reward exception.** When a child has a non-typical behavioral issue or
 1742 learning style and other methods to modify the child's behavior do not work, food, if
 1743 necessary, may be used initially to obtain or reward a desired behavior.
 1744 (2) **Food reward exception plan.** A behavior modification plan, with timeframes, is
 1745 developed by the director, parents, and relevant professionals, when applicable, to
 1746 eliminate food as a reward and take steps to move to another method for obtaining
 1747 or rewarding desired behaviors. This plan is maintained per Section 281.4(b).

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

Program

1748

1749 **Section 290. Learning program principles**

- 1750 (a) **General.** Learning programs offer opportunities for children to learn. Each child is:
- 1751 (1) viewed as a unique person with an individual pattern of development; (new
- 1752 PD/OST/DC)
- 1753 (2) provided an inclusive environment that:
- 1754 (A) meets the needs and encourages full participation of all the children; and
- 1755 (B) is equipped and prepared for learning based on each child's age, needs,
- 1756 and interests;
- 1757 (3) provided multiple opportunities to play individually or in small, informal groups
- 1758 the majority of the day; (new PD)
- 1759 (4) allowed to choose an activity, whether teaching personnel-directed or child-
- 1760 selected; and (new PD/OST/DC)
- 1761 (5) encouraged, but not forced, to participate in program activities, with adaptations
- 1762 made to ensure safety and participation.
- 1763 (b) **Classroom schedules.** Daily routines familiar to the children provide stability and
- 1764 security for the learning environment.
- 1765 (1) Classroom schedules are:
- 1766 (A) a sequence of activities indicating times of day;
- 1767 (B) developed for each classroom;
- 1768 (C) followed with reasonable regularity; (new PD/OST/DC)
- 1769 (D) developmentally appropriate; and
- 1770 (E) posted per Section 281.1(i).
- 1771 (2) Classroom schedules at least include:
- 1772 (A) alternating periods of quiet and active play, including gross and fine motor
- 1773 play; (new PD)
- 1774 (B) indoor play;
- 1775 (C) outdoor play;
- 1776 (D) meal and snack time; (new PD/OST/DC)
- 1777 (E) rest time, when applicable; and (new PD/OST/DC)
- 1778 (F) transportation, when applicable.
- 1779 (c) **Transition times.** Transition times move children between activities. Teaching
- 1780 personnel:
- 1781 (1) prepare children for the next activity a few minutes ahead to allow them to end
- 1782 one activity before beginning another;
- 1783 (2) plan short-term activities, such as songs, stories, and exercises, to reduce
- 1784 waiting periods;
- 1785 (3) organize activities, such as having materials ready before the next activity
- 1786 begins; and
- 1787 (4) use transition time as an opportunity to teach concepts and skills.

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

- 1788 (d) **Weekly lesson plans.** Lesson plans include a collection of diverse topics, projects,
 1789 or ideas with varying daily activities to ensure opportunities for the children's learning.
 1790 (1) Lesson plans are:
 1791 (A) developed weekly indicating plans for each day;
 1792 (B) developed for each classroom;
 1793 (C) followed with flexibility;
 1794 (D) different each week; and
 1795 (E) posted per Section 281.1(i).
 1796 (2) Lesson plans at least include daily indoor and outdoor learning activities and
 1797 experiences that:
 1798 (A) are influenced by the children's curiosity and interests;
 1799 (B) are age and developmentally appropriate;
 1800 (C) meet the children's needs and stimulate learning in these developmental
 1801 areas:
 1802 (i) social; (new PD/OST/DC)
 1803 (ii) emotional; (new PD/OST/DC)
 1804 (iii) cognitive; (new PD/OST/DC)
 1805 (iv) language, including reading to children at least 15 minutes a day and
 1806 providing opportunities for writing;
 1807 (v) creative expression, such as art and music; and
 1808 (vi) physical, including at least one activity that teaching personnel lead and
 1809 participate in; (new PD/OST/DC)
 1810 (D) balance gross and fine motor activities; and (new PD)
 1811 (E) use a variety of equipment and materials. (new PD/OST/DC)
 1812 (e) **Interest areas.** Equipment is arranged into interest areas in classrooms with
 1813 children two years of age or older. However, the children may move the play equipment
 1814 between interest areas to broaden their experiences. (new PD/OST/DC)
 1815 (1) Required interest areas include:
 1816 (A) art play;
 1817 (B) block play;
 1818 (C) books and language play;
 1819 (D) dramatic play; and
 1820 (E) manipulative play.
 1821 (2) Optional interest areas, such as music and movement, science and nature, and
 1822 math, are encouraged.
 1823 (f) **Play equipment accessibility.** Required play equipment is within reach of children
 1824 in care and is available for use. Required play equipment, per Appendix ## –
 1825 Equipment, for the:
 1826 (1) licensed capacity is maintained at the facility; and
 1827 (2) classroom is proportionate in amount and variety to the number of children in
 1828 attendance. (new PD)
 1829 (g) **Play equipment rotation.** Play equipment may be rotated to maintain interest.

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

- 1830 (h) **Outdoor play.** The outdoors is an extension of the learning environment and
 1831 promotes overall health and physical activity. Daily outdoor play is ensured:
- 1832 (1) for each child regardless of age, unless the child's health or safety is at risk;
 1833 and
- 1834 (2) provided weather and environmental conditions do not pose a significant health
 1835 or safety risk, by: (new PD)
- 1836 (A) adjusting the time of day for outdoor play, adjusting the amount of time
 1837 outside, and considering the age of the children; and
- 1838 (B) the children wearing weather-appropriate clothing.
- 1839 (i) **Electronic and print media.** Media may be used to support learning and
 1840 encourage involvement but has limitations.
- 1841 (1) Electronic and print media are chosen with discretion and selectivity and are:
- 1842 (A) non-violent;
 1843 (B) non-vulgar;
 1844 (C) non-sexually explicit;
 1845 (D) culturally sensitive; and
 1846 (E) age-appropriate, according to widely accepted rating systems.
- 1847 (2) When the internet is accessible for children's use, the program ensures safety
 1848 from inappropriate access, such as on websites, email, and instant messaging.
- 1849 (3) Screen time is:
- 1850 (A) viewing electronic media with a screen, such as television (TV), digital video
 1851 display (DVD), videos, video games, phones, and computers. Screen time
 1852 includes viewing screens while others use the media;
- 1853 (B) not used during meal and snack times. However, snacks may be provided
 1854 during occasional special activities;
- 1855 (C) not used when all children in the group are one year of age or less; and
 1856 (D) limited for all other groups whether a teaching personnel-directed or child-
 1857 selected activity.
- 1858 (i) Screen time is limited to:
- 1859 (I) thirty minutes or less during the day for each child or group. However
 1860 Saturday mornings may include an additional 30 minutes for each child or
 1861 group; and
- 1862 (II) one hour or less during the evening for each child or group in evening
 1863 or overnight care.
- 1864 (ii) Exceptions to limited screen time include:
- 1865 (I) electronic media involving physical activity participation;
 1866 (II) electronic media when used for children's homework;
 1867 (III) e-readers when used for reading;
 1868 (IV) smart boards and tables when used for hands-on learning activities,
 1869 such as drawing or puzzles;
 1870 (V) occasional group activities, such as watching a movie; and
 1871 (VI) assistive or adaptive technology for children with disabilities.

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

- 1872 (4) Personnel do not use electronic media for personal use in the presence of the
 1873 children.
- 1874 (j) One-year-olds and younger. Personnel and child interactions are a major part of
 1875 the program per Section 288(b).
- 1876 (1) Awake children:
- 1877 (A) have a variety of play equipment accessible to them;
- 1878 (B) spend much of their time playing freely on the floor, including infant "tummy-
 1879 time"; and
- 1880 (C) do not remain for more than 20 minute increments in equipment that
 1881 restricts freedom of movement, such as rest equipment, swings, high chairs, or
 1882 stationary activity centers, except while eating in high chairs or similar stationary
 1883 equipment.
- 1884 (2) Sleeping children only sleep in appropriate rest equipment per Section 297(b).

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

1885 **Section 291. Higher risk activities**

- 1886 (a) **Higher risk activities.** If children engage in activities that increase their risk for
 1887 severe injuries, such as swimming, shoreline activities, archery, ice or roller skating,
 1888 gymnastics, enclosed inflatable bouncing equipment, or karate, the requirements in this
 1889 Section are met. (new PD)
- 1890 (b) **Selection.** Higher risk activities are chosen with discretion and selectivity. Some
 1891 activities are not appropriate for child care or for every age.
- 1892 (c) **Prohibited.** Trampoline use is prohibited per Section 303(e).
- 1893 (d) **Ratios and supervision.** Teaching personnel required for the ratios are present
 1894 with the children, including when the activity is conducted by contracted non-personnel.
 1895 Additional personnel may be required, depending on the activity's risk-level, to ensure
 1896 proper supervision and care of all children.
- 1897 (e) **Qualifications.** Personnel or contracted non-personnel leading the activity have
 1898 appropriate certifications, when required, training in the activity, or experience.
 1899 Documentation is maintained per Section 281.3(b).
- 1900 (f) **Higher risk activity plan and parent permission.** Prior to the activity, the
 1901 program provides the plan to the parents and obtains their permission. Documentation
 1902 is maintained per Section 281.4(b).

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

1903 **Section 292. Water activities**

- 1904 (a) **Water activities.** Any activity that involves water play or is near a body of water is
 1905 considered a water activity.
- 1906 (1) **Supervision.** Personnel supervise the children constantly, including in the
 1907 dressing areas while maintaining the privacy of older children.
- 1908 (2) **Safety rules.** Review safety rules with the children each time they participate.
- 1909 (b) **Water features.** On-site water features, such as streams and fountains, are
 1910 inaccessible, unless a Licensing approved plan addressing supervision and safety is
 1911 implemented.
- 1912 (c) **Sprayground activities.** Spraygrounds or splash pads, excluding sprinklers, spray
 1913 water and allow children to get wet and splash; however, they do not accumulate water.
- 1914 (1) **Higher risk activity.** The higher risk activity requirements are met per Section 291.
- 1915 (2) **Ratios.** On-site sprayground use does not require additional personnel.
 1916 However off-site sprayground use requires swimming and wading ratios per
 1917 Appendix ## – Ratios and Group Sizes.
- 1918 (d) **Swimming and wading activities.** Swimming may only occur in a swimming pool
 1919 that meets the requirements in (6) of this subsection. Wading may only occur in
 1920 swimming pools or narrow and shallow creeks and streams that have non-standing,
 1921 non-swift flowing water. Personnel do not allow children to wade in water above their
 1922 knees.
- 1923 (1) **Higher risk activity.** The higher risk activity requirements are met per Section 291.
- 1924 (2) **Ratios.** Swimming and wading ratios are met per Appendix ## - Ratios and
 1925 Group Sizes.
- 1926 (3) **Supervision.** At all times, teaching personnel actively supervise and are:
 1927 (A) in or at the water and prepared to enter;
 1928 (B) in direct physical contact with infants; and
 1929 (C) not more than an arm's length from children one year of age.
- 1930 (4) **Lifeguard, CPR, and first aid certification.** The certifications meet the
 1931 requirements per Sections 281.3(b).
- 1932 (A) When children use a swimming pool with a water depth of:
 1933 (i) 18 inches or less, an on-duty certified lifeguard or a certified CPR and
 1934 first aid personnel is present; or
 1935 (ii) more than 18 inches, an on-duty certified lifeguard is present.
- 1936 (B) When the on-duty lifeguard is also program personnel, the individual:
 1937 (i) maintains lifeguard and CPR certification;
 1938 (ii) is not counted in the ratios per Section 286(a); and
 1939 (iii) is responsible for no more than 35 children. (new PD)
- 1940 (5) **Safety.** Programs:
 1941 (A) follow parent provided information regarding the child's swimming skills per
 1942 Section 281.4(b); and
 1943 (B) develop and follow a system, known to the children and teaching personnel,
 1944 that continually checks each child's safety in the water.

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

- 1945 (6) **Swimming pools.** Swimming pools include permanent wading pools, in-ground
 1946 and above-ground pools, water parks excluding sprayground parks, and other
 1947 similar bodies of water.
- 1948 (A) Before use by children in care, personnel ensure:
- 1949 (i) the swimming pool has a current Oklahoma State Department of Health
 1950 (OSDH) public bathing place license; and
- 1951 (ii) life-saving equipment is available at the pool side.
- 1952 (B) On-site indoor and outdoor swimming pools are enclosed and secured to
 1953 prevent unsupervised access. Doors and gates leading to the pool are locked.
- 1954 (i) Outdoor in-ground pools are fenced and fencing:
- 1955 (I) is sturdy;
- 1956 (II) cannot be easily climbed;
- 1957 (III) is at least four feet high and starts at ground-level; and
- 1958 (IV) may include a building wall, provided any doors are kept locked and
 1959 any windows are unable to be opened by children.
- 1960 (ii) Outdoor above-ground pools have:
- 1961 (I) a fence that meets the in-ground pool fencing requirements;
- 1962 (II) at least four feet of non-climbable pool sidewalls; or
- 1963 (III) a combination of pool sidewalls and fencing, with the fence attaching
 1964 to and extending above the pool sidewalls, for a total height of at least four
 1965 feet.
- 1966 (iii) Outdoor above-ground pools with steps leading to the pool have the
 1967 steps removed or otherwise protected to ensure no access when the pool is
 1968 not in use.
- 1969 (e) **Shoreline activities.** Children five years of age and older may participate in
 1970 shoreline activities, such as fishing at lakes, ponds, creeks, or streams, provided these
 1971 requirements are met.
- 1972 (1) **Higher risk activity.** The higher risk activity requirements are met per Section 291.
- 1973 (2) **Limitations.** During shoreline activities, children do not enter the water unless
 1974 the wading requirements per (d)(1) through(5) of this Section are met.
- 1975 (3) **Ratios.** Swimming and wading ratios are met per Appendix ## – Ratios and
 1976 Group Sizes.
- 1977 (f) **Boating activities.** Children five years of age and older may participate in boating
 1978 activities provided these requirements are met. (new PD)
- 1979 (1) **Higher risk activity.** The higher risk activity requirements are met per Section 291.
- 1980 (2) **Limitations.** During boating activities, children do not swim or wade.
- 1981 (3) **Ratios.** Swimming and wading ratios are met per Appendix ## – Ratios and
 1982 Group Sizes.
- 1983 (4) **Life jackets.** Appropriately sized and approved life jackets are worn by the
 1984 children and personnel.
- 1985 (g) **Restrictions.** For the safety of children, these restrictions apply.
- 1986 (1) **Ponds and lakes.** Ponds, lakes, and other similar bodies of water are
 1987 inaccessible, unless the shoreline activity requirements are met. Swimming and

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

- 1988 wading in these bodies of water are prohibited. However, children may wade in
1989 creeks and streams per (d) of this Section.
- 1990 (2) **Saunas, spas, hot tubs, and stock tanks.** Saunas, spas, hot tubs, and stock
1991 tanks are inaccessible and their use is prohibited.
- 1992 (3) **Diving.** Diving is prohibited unless the swimming pool meets OSDH diving
1993 regulations.
- 1994 (4) **Portable wading pools.** Portable wading pools are prohibited.

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
(DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

1995 **Section 293. Animals**1996 (a) **General.**1997 (1) When animals live on-site or visit the facility the requirements in this Section are
1998 met.1999 (2) Local ordinances regarding animals are followed.2000 (3) Parents are notified of animals per Section 280(c).2001 (4) Animal bites are:2002 (A) reported per Section 280(a) and (c); and2003 (B) documented as an injury per Section 281.4(b).2004 (b) **Prohibited and inaccessible animals on-site.**2005 (1) Prohibited animals on-site, unless the requirements specifically state otherwise,
2006 include:2007 (A) common hosts of rabies that cannot be vaccinated for that disease; and
2008 new PD)2009 (B) wild or dangerous animals.2010 (2) When stray dogs and cats are on-site, the program takes action to have them
2011 removed from the premises.2012 (3) Birds of the parrot family, such as cockatoos, cockatiels, parakeets, and
2013 lovebirds, meet psittacosis testing requirements per (e) of this Section. Birds that
2014 test:2015 (A) positive are prohibited on-site. If an antibody test result is positive, an
2016 antigen test may be conducted prior to prohibition; or2017 (B) negative are inaccessible to children on-site.2018 (4) Inaccessible animals on-site, unless the requirements specifically state
2019 otherwise, include:2020 (A) ferrets;2021 (B) spiders, such as tarantulas;2022 (C) fish;2023 (D) amphibians, such as frogs, tadpoles, newts, salamanders;2024 (E) reptiles, such as non-venomous lizards and snakes, turtles, terrapins, tortoises;2025 new PD)2026 (F) hermit crabs; and2027 (G) baby poultry, such as chicks, ducklings, and goslings.2028 (c) **Child and animal contact on-site and off-site.**2029 (1) Children may have on-site or off-site contact with animals that:2030 (A) are friendly and not aggressive; and2031 (B) do not pose a health or safety risk, including prohibited or inaccessible
2032 animals per (b) of this Section. However, children six years of age and older may2033 have limited contact with a potential Salmonella bacteria carrying animal
2034 identified in (g) of this Section, provided the children:2035 (i) only touch the animal with their hands; or**Proposed Requirement Revisions – 9-21-12**

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

- 2036 (ii) wear protective outer garments that are removed prior to the children
 2037 washing their hands.
- 2038 (2) During animal contact, the personnel:
 2039 (A) supervise the contact and are close enough to remove the children
 2040 immediately if the animal shows signs of distress or the children show signs of
 2041 treating the animal inappropriately; and
 2042 (B) discourage the children from hand-to-mouth activities, including prohibiting
 2043 eating, drinking, and using a pacifier.
- 2044 (3) After animal contact, the personnel ensure that the handwashing requirements
 2045 are met.
- 2046 (d) **Handwashing and food.**
- 2047 (1) The handwashing requirements are met per Section 295(a).
 2048 (A) Handwashing also occurs when the children may not have had animal
 2049 contact but have been in animal areas, such as on a field trip to a farm.
 2050 (B) Personnel ensure adequate handwashing facilities are available for off-site
 2051 activities involving animals and animal contact.
- 2052 (2) The food supply and potentially hazardous food requirements are met per Section
 2053 300(b) and (c). This includes when taking a field trip to a farm where children taste
 2054 foods.
- 2055 (e) **Health of animals.**
- 2056 (1) Animals are clean and healthy, showing no evidence of disease or infestation.
 2057 (2) Animals with unusual behavior or who are showing symptoms of disease are
 2058 isolated until examined and approved to return to the facility by a licensed
 2059 veterinarian.
- 2060 (3) Rabies vaccination documentation is maintained per Section 281.2(c).
 2061 (4) Birds of the parrot family have Psittacosis test results prior to entering the
 2062 facility and documentation is maintained per Section 281.2(c).
- 2063 (f) **Cleanliness.**
- 2064 (1) Animals are restricted from:
 2065 (A) the kitchens and food storage areas;
 2066 (B) food-contact items and surfaces; and
 2067 (C) the children's resting surfaces.
- 2068 (2) Animal litter boxes are not located in the kitchen, food storage areas, or areas
 2069 easily accessible to children.
- 2070 (3) Animal waste:
 2071 (A) is inaccessible;
 2072 (B) in animal habitats is disposed of daily; and
 2073 (C) in outdoor play areas is disposed of before the children play outside.
- 2074 (4) Sinks used for food preparation, obtaining drinking water, or handwashing are
 2075 not used for:
 2076 (A) disposing of used fish tank water; and
 2077 (B) cleaning animal feeding and watering containers and habitats.
- 2078 (g) **Salmonella cross-contamination prevention.**

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

- 2079 (1) When potential Salmonella bacteria carrying pet animals identified in (b)(4)(C)
 2080 through (G) of this Section are on-site, precautions are taken to protect the children
 2081 from coming in contact with Salmonella bacteria due to environmental cross-
 2082 contamination.
- 2083 (2) In addition to the handwashing, cleanliness, animal inaccessibility, and animal
 2084 contact exception requirements, these requirements are met.
- 2085 (A) Potential Salmonella bacteria carrying pet animals are prohibited on floors,
 2086 tables, and other surfaces where children may have contact.
- 2087 (B) Personnel ensure the children avoid contact with these animal habitats,
 2088 feeding and watering containers, supplies and any item that has been in contact
 2089 with the animal.
- 2090 (h) **Visiting animal exhibits.**
- 2091 (1) The program may allow visiting animal exhibits on-site for a special activity,
 2092 including prohibited and inaccessible animals identified in (b) of this Section.
- 2093 (2) In these situations:
- 2094 (A) the visiting animal handler is present with the animals at all times;
 2095 (B) animals and their habitats are restricted from areas where children eat and
 2096 drink, including the classrooms;
 2097 (C) prohibited animals remain in their habitats and children only observe them;
 2098 (D) other requirements in this Section are met; and
 2099 (E) higher risk activity requirements are met per Section 291.

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions **Pending Law and OKDHS Policy Changes**
New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
(DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

2100 **Section 294. Parent communication and family engagement**

2101 (each of the gray areas are required rather than choosing 4 of the 6 options as in
2102 current requirements)

2103 (a) **Parent permission.**

2104 (1) **Required.** Parent permission is required for:

2105 (A) multi-disciplinary professional services per Section 281.4(b);

2106 (B) higher risk activities per Section 281.4(b);

2107 (C) medication administration per Section 281.4(b);

2108 (D) swaddling per Section 281.4(b);

2109 (E) transportation per Section 281.4(b); and

2110 (F) field trips per Section 281.4(b).

2111 (2) **Prohibited.** Personnel do not seek or accept parental permission that does not
2112 comply with the requirements.

2113 (b) **Parent communication.**

2114 (1) **Daily reports.** Parents and personnel communicate daily.

2115 (A) A verbal or written system is used to exchange information regarding:

2116 (i) daily happenings;

2117 (ii) changes in the child's physical or emotional state; and

2118 (iii) known minor injuries.

2119 (B) Infant and one-year-old daily records are maintained per Section 281.4(b).

2120 (2) **Additional reporting.** Parents are notified when required per Section 280(c).

2121 (3) **Annual parent conferences.** Parent conferences for each child are offered to
2122 the parents at least every 12 months to discuss the child's progress, challenges, and
2123 accomplishments, and to establish goals together for the child. Documentation is
2124 maintained per Section 281.4(b).

2125 (c) **Parent education.**

2126 (1) **Parent resource area.** A parent resource area with books, pamphlets, or
2127 articles on parenting and community resources is accessible to parents and families.

2128 (2) **Selecting quality child care.** OKDHS publication 87-91, Selecting Quality
2129 Child Care - A Parent's Guide, is accessible to parents.

2130 (d) **Program involvement.**

2131 (1) **Access and welcome.** The parents of enrolled children are:

2132 (A) allowed reasonable access to all parts of the facility during the hours of
2133 operation; and

2134 (B) welcome at all times, such as observing, eating lunch with their child, or
2135 volunteering, provided the parent follows the program's policies.

2136 (2) **Program information.** The parents are informed on an ongoing basis about the
2137 program through at least two methods, such as parent bulletin boards, newsletters,
2138 emails, or a website including program specific information.

2139 (3) **Parent activities or special events.** At least two parent activities or special
2140 events are held every 12 months, such as guest speakers, open houses, brown bag
2141 lunches, family pot-luck dinners, or children's programs.

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
(DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

2142 (4) **Parent input.** The parents are included in ongoing program and policy
2143 development, such as board involvement, planning meetings, parent committees,
2144 written comments or suggestions, parent surveys, or formalized program
2145 evaluations.

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
(DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

2146

Health and Hygiene

2147

Section 295. Health protection and disease control

- 2148 (a) **Hygiene.** Proper hygiene habits help prevent and control the spread of disease.
- 2149 (1) **Meet needs.** Personnel attend promptly to the children's personal hygiene needs.
- 2150 (2) **Hand hygiene.** Personnel and the children wash their hands with soap and warm,
- 2151 running water or use hand sanitizer as required per Appendix ## – Hand Hygiene.
- 2152 (A) **Handwashing:**
- 2153 (i) supplies are maintained per Section 301(n);
- 2154 (ii) procedures are posted per Section 281.1(g). Personnel and children are
- 2155 encouraged to follow the procedures; and
- 2156 (iii) is preferred for infants but is not required provided a moist, disposable
- 2157 towelette is used.
- 2158 (B) **Hand sanitizer:**
- 2159 (i) is non-expired;
- 2160 (ii) is at least 60 percent alcohol-based;
- 2161 (iii) procedures are posted per Section 281.1(i). Personnel and the children
- 2162 are encouraged to follow the procedures;
- 2163 (iv) use by the children is monitored to avoid potential ingestion; and
- 2164 (v) is not used on children one year of age and younger.
- 2165 (3) **Hygiene articles.** Hygiene articles, such as wash cloths, towels, hair brushes,
- 2166 combs, and toothbrushes, are:
- 2167 (A) individually assigned and stored; and
- 2168 (B) not used by more than one child.
- 2169 (4) **Food service personnel.** Health and hygiene requirements are met per
- 2170 Section 300(m).
- 2171 (5) **Overnight care.** Personal hygiene arrangements are made, such as for bathing
- 2172 and tooth brushing. Privacy is ensured when bathing and changing clothes.
- 2173 (b) **Immunizations.** The children have or are in the process of obtaining
- 2174 immunizations at the medically appropriate time or have an exemption per Appendix ##
- 2175 – Immunizations. Records are maintained per Section 281.4(b).
- 2176 (c) **Health monitoring.** Each child is observed initially and throughout the hours of
- 2177 care for symptoms of an illness or poison exposure and obvious signs of infestation or
- 2178 physical injuries.
- 2179 (d) **Temperature.** A child's temperature is taken when there is a concern.
- 2180 (1) **Method.** A child's temperature is not taken:
- 2181 (A) rectally at any age; or (new PD)
- 2182 (B) orally when the child is four years of age or younger.
- 2183 (2) **Thermometer.** The appropriate thermometer is used depending on the method.
- 2184 (e) **Illness and infestations, other than head lice.** The program maintains health
- 2185 inclusion, separation, and exclusion criteria and reporting policy per Section 278(d).

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

- 2186 (1) **Children – separation.** Children showing symptoms of a communicable
 2187 disease or infestation, other than head lice, are separated from well children; and
 2188 (2) **Children – exclusion criteria.** Children are excluded from the program when
 2189 required per Appendix ## – Exclusion Criteria for Ill Children.
 2190 (3) **Parent notification.** The parents are notified per Section 280(c).
 2191 (4) **Personnel.** Personnel with symptoms of a communicable disease or
 2192 infestation, other than head lice, are prohibited per Section 283(d).
 2193 (f) **Head lice.** Since head lice do not spread disease, the program maintains head lice
 2194 inclusion, separation, and exclusion criteria and reporting policy per Section 278(d).
 2195 (1) **Separation and exclusion.** The program determines whether children and
 2196 personnel with head lice remain:
 2197 (A) with the group or are separated from the group; and
 2198 (B) in the program or are sent home early.
 2199 (2) **Treatment.** Head lice treatment is required before the child or personnel returns
 2200 to the program, regardless of the decision to separate from the group.
 2201 (3) **Exposure.** The program determines whether parents are notified of potential
 2202 head lice exposure.
 2203 (g) **Health protection.** For the safety of children, these requirements are met.
 2204 (1) **Allergies.** Known child allergies are posted per Section 281.1(e) and (i).
 2205 (2) **First aid kits.** First aid kits are maintained per Section 279(d).
 2206 (3) **Injuries and poison exposure.** Injuries, including animal bites, and poison
 2207 exposures are:
 2208 (A) reported per Section 280(a) and (c); and
 2209 (B) documented per Section 281.2(c) and 281.4(b).
 2210 (4) **Sun safety and sunscreen.** To prevent sunburns, sun safety procedures, such
 2211 as sunscreen, are followed according to the program's policy.
 2212 (5) **Tobacco-free.** Tobacco product use, including simulated tobacco product use, is:
 2213 (A) prohibited in:
 2214 (i) the presence or sight of the children during the hours of operation,
 2215 including off-site;
 2216 (ii) the facility buildings, outdoor play areas, and program vehicles at all
 2217 times, including when children are not in care;
 2218 (iii) private vehicles when the children are being transported in the vehicle; and
 2219 (iv) programs licensed in private residences during the hours of operation;
 2220 (B) limited to a designated outdoor area, when allowed on the premises, that is
 2221 located:
 2222 (i) out of the children's sight;
 2223 (ii) at least 15 feet from the building entrances. When the program is in a
 2224 shared facility, the area is at least 15 feet from the program entrances; and
 2225 (iii) in a manner that prevents smoke from entering the building or outdoor
 2226 play area; and
 2227 (C) posted per Section 281.1(b). In addition, the parents are informed of any
 2228 tobacco use in programs licensed in private residences or private vehicles.

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

2229 **Section 296. Medication**

- 2230 (a) **Program policy.** The program maintains medication policy per Section 278(d).
- 2231 (b) **Parents provide.** Prescription and over-the-counter medications are provided by
2232 the individual child's parents.
- 2233 (c) **Insect repellent and sunscreen.** Insect repellent and sunscreen are not
2234 considered medications. The program maintains sun safety policy per Section 278(d).
- 2235 (d) **Diaper creams.** Diaper creams are considered medications.
- 2236 (e) **Parent Permission.** Parent permission is obtained prior to administering the
2237 medication per Section 281.4(b).
- 2238 (f) **Administration.** To maximize medical benefits and minimize harm, medications
2239 are administered according to these requirements.
- 2240 (1) **Medications are only administered:**
- 2241 (A) by the designated personnel per Section 281.2(c); and
- 2242 (B) to the child whose full name is on the label.
- 2243 (2) Expired medication is not administered.
- 2244 (3) Prescription medications are only administered when the medication is part of a
2245 prescribed therapeutic treatment.
- 2246 (4) **To prevent underdoses and overdoses:**
- 2247 (A) prescription medications are administered according to the container
2248 instructions;
- 2249 (B) over-the-counter medications are administered according to the:
- 2250 (i) container's instructions; or
- 2251 (ii) physician's instructions maintained per Section 281.4(b); and
- 2252 (C) oral medications are administered with a measuring device designed to
2253 measure medication.
- 2254 (5) To prevent omission and duplication, each dose administered is immediately
2255 documented per Section 281.4(b).
- 2256 (g) **Inaccessible.** Medications are inaccessible to children per Section 304(a).
- 2257 (h) **Labeling and storing.** Medications are:
- 2258 (1) maintained in the original container;
- 2259 (2) labeled with the child's full name;
- 2260 (3) stored at the temperature on the container label; and
- 2261 (4) stored in one of these locations.
- 2262 (A) Medications requiring refrigeration are stored in a container that is clearly
2263 labeled "medication".
- 2264 (B) Medications not requiring refrigeration are stored in a location, such as a
2265 container, cabinet, or drawer, that is clearly labeled "medication".
- 2266 (C) Diaper creams are stored in the diaper changing area or with the child's
2267 personal belongings when inaccessible.
- 2268 (D) Life-threatening condition medications, such as epi pens and rescue
2269 inhalers, follow the child through their daily activities for immediate administration

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

- 2270 to the child when needed, including outdoors, off-site, and from room to room
2271 indoors.
- 2272 (i) **Return to parents.** Medications are returned to the parents:
2273 (1) daily;
2274 (2) when the parent's permission period ends as documented per Section 281.4(b);
2275 (3) when the medication expires; or
2276 (4) when the child is withdrawn from the program.

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
(DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

2277 **Section 297. Rest time**2278 (a) **Rest equipment and bedding.**2279 (1) **Appropriate.** Equipment and bedding meets the requirements in this Section
2280 and Section 303 (a), (b) and (e).2281 (2) **Size.** Equipment and bedding is of sufficient size to comfortably accommodate
2282 the child's size and weight. (new PD)2283 (3) **Resting surface.** A sheet covers the entire resting surface. (new PD)2284 (4) **Cover.** A cover is within reach of each child who is one year of age or older.2285 (5) **Individually assigned.** Equipment is assigned to individual children.2286 (6) **Individually used.** Equipment and bedding is in use by one child at a time,
2287 except during emergency plan procedures. (new OST/DC)2288 (7) **Spacing.** Equipment is spaced to allow easy access to the children by the
2289 teaching personnel and safe evacuation of the children.2290 (8) **Clean.** Equipment and bedding is cleaned and sanitized per Section 305(g).2291 (b) **Infants.**2292 (1) **Schedule.** The sleep schedule corresponds to the infant's needs and as closely
2293 as possible to the schedule established by the parents.2294 (2) **Infant safe sleep environment.** A safe sleep environment is created for infants
2295 to reduce the risk of Sudden Infant Death Syndrome (SIDS) and other sleep-related
2296 infant deaths.2297 (A) **Appropriate sleep environment.**2298 (i) Infants sleep in cribs or play yards that meet requirements per Section
2299 303(b), with the sides fully raised and secured.2300 (ii) Infants sleep directly on a tight-fitting sheet covering the mattress.2301 (iii) Only pacifiers without anything attached to them may be in the rest
2302 equipment with the infants.2303 (iv) Protect from overheating by adjusting room temperature and clothing.2304 (v) Swaddling infants birth through two months of age with an infant-sized,
2305 thin fabric, such as a receiving blanket, is acceptable only when:2306 (I) requested by the parents and permission is maintained per Section
2307 281.4(b); and2308 (II) the infant is not mobile enough to move the fabric over his or her face.2309 (B) **Inappropriate sleep environment.**2310 (i) When an infant arrives to the program asleep, the infant is promptly
2311 moved to appropriate rest equipment.2312 (ii) When an infant falls asleep in equipment other than appropriate rest
2313 equipment, the infant is moved to appropriate rest equipment within 20
2314 minutes.2315 (iii) Soft products, such as quilts, comforters, sheepskins, pillows, stuffed toys,
2316 and bumper pads, are prohibited inside and on the side of infant rest equipment,2317 (I) Covers, including blankets, are prohibited.2318 (II) An exception is swaddling per (A) of this subsection.**Proposed Requirement Revisions – 9-21-12**

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

- 2319 (iv) Soft sleeping surfaces, such as soft mattresses, waterbeds, sofas,
 2320 pillows, beanbag chairs, and inflatable mats, are prohibited for infants.
- 2321 (v) Sleep positioners and elevated mattresses are prohibited, unless there is
 2322 a medical reason as documented per Section 281.4(b).
- 2323 (vi) Play equipment, including mobiles, and other items, except for pacifiers,
 2324 are not placed inside, above, or attached to the sides of the infant rest
 2325 equipment, unless there is a medical reason for a monitor as documented per
 2326 Section 281.4(b).
- 2327 (vii) Pacifiers are not attached to the infant's clothing when in rest equipment.
- 2328 (viii) Bibs are not placed around the infant's neck when in rest equipment.
- 2329 (C) **Sleep position.**
- 2330 (i) Infants are placed on their back for sleeping, unless there is a medical
 2331 reason an infant should not sleep in this position as documented per Section
 2332 281.4(b).
- 2333 (ii) Infants who are able to turn themselves over, are placed initially on their
 2334 back for sleeping but allowed to turn themselves over and sleep in a position
 2335 they prefer.
- 2336 (c) **One-year-olds through four-year-olds.**
- 2337 (1) **Schedule.** The children are provided a rest time.
- 2338 (2) **Rest equipment.** The children rest on a mat, cot, or bed. Children one year of
 2339 age may also rest in cribs or play yards that meet requirements per Section 303(b)
 2340 with the sides fully raised and secured.
- 2341 (3) **Overnight care.** For the children's comfort these requirements are met.
- 2342 (A) **Rest equipment.** Mats are not used. Each cot or bed has a waterproof pad
 2343 or mattress.
- 2344 (B) **Bedding.** Each cot or bed has a:
- 2345 (i) bottom sheet properly secured to the equipment;
- 2346 (ii) top sheet and extra covers available; and
- 2347 (iii) pillow and pillow case.
- 2348 (d) **Five-year-olds and older.**
- 2349 (1) **Schedule.** The children are not required to have a rest time. However quiet
 2350 activities may be provided instead of rest time.
- 2351 (2) **Rest equipment.** When a child chooses to rest, a mat, cot, bed, sofa, futon,
 2352 bean bag, or other similar equipment is provided.
- 2353 (3) **Overnight care.** The same requirements as overnight care for children one
 2354 through four years of age are met.
- 2355 (e) **Restrictions.**
- 2356 (1) **Floor.** The children do not sleep on the floor. (new OST/DC)
- 2357 (2) **Covered heads and faces.** The children's heads and faces are not covered
 2358 while resting. When a child continues to cover their head or face, the cover is
 2359 removed once the child falls asleep. (new PD/OST/DC)
- 2360 (3) **Restraints.** Restraining children on rest equipment is prohibited.

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

- 2361 (4) After resting. Once children have rested, they are not forced to remain on the
2362 rest equipment and are provided quiet activities until rest time is over.
- 2363 (f) Ratios and supervision.
- 2364 (1) Ratios for 3- through 5-year-olds at rest time. An exception regarding the
2365 number and location of teaching personnel during rest time may apply per Section
2366 286(a).
- 2367 (2) Light level. Light levels are maintained for supervision per Section 287(d).

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
(DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

2368 **Section 298. Diapering and toileting**2369 (a) **Diaper changing.**2370 (1) **Frequency.** Diapers are:2371 (A) checked hourly and when a child indicates discomfort or exhibits behavior
2372 that suggests a wet or soiled diaper; and (new PD)2373 (B) changed promptly when wet or soiled.2374 (2) **Diaper changing procedures.** Diapers are changed:2375 (A) in the diaper changing area or an alternative diaper changing area, when
2376 applicable, and not on surfaces used for other purposes; and2377 (B) according to Appendix ## – Diaper Changing Procedures. The procedures
2378 are posted per 281.1(h) and documentation is maintained per Section 281.4(b).2379 (3) **Diaper changing area.** Diaper changing areas:2380 (A) are required in classrooms with children two years of age or younger who
2381 are in diapers or in a restroom that opens directly into the classroom;2382 (B) are near the sink when a sink is required per Section 301(n);2383 (C) have a non-porous diapering surface, such as a counter or pad, that is at
2384 least 28 inches above the floor; (new PD)2385 (D) include a trash container with a tight fitting lid; and2386 (E) are kept free of all objects except for necessary diapering items.2387 (4) **Alternative diaper changing area.** Diaper changing area is used, when
2388 possible.2389 (A) Alternative diaper changing areas may be on the floor and used when a:2390 (i) child two years of age or older is too heavy to safely lift; or2391 (ii) diaper changing area is not available, such as in classrooms where it is
2392 not required or on field trips.2393 (B) When used, sanitation is maintained by:2394 (i) using a non-porous pad, at least the size of the child; and2395 (ii) storing the pad out of the reach of children.2396 (5) **Three-year-olds and older.** When children three years of age or older are in
2397 diapers, arrangements are made for their privacy when diapering.2398 (b) **Toilet learning.**2399 (1) **Parent involvement.** Plan and progress are discussed with the parents.2400 (2) **Environment.** Toilet learning is relaxed and pressure free.2401 (A) Child is encouraged through regular use of a toilet or potty chair for short
2402 periods of time not to exceed ten minutes.2403 (B) Personnel respond immediately when a child indicates toileting assistance.2404 (3) **Potty chairs.** Potty chairs are:2405 (A) used only in a restroom; and2406 (B) emptied and rinsed into the toilet, cleaned, and disinfected after each use, in
2407 a sanitary manner.2408 (c) **Toileting accidents.****Proposed Requirement Revisions – 9-21-12**

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

- 2409 (1) **Personnel.** Personnel do not embarrass or punish children or show disapproval
 2410 for toileting accidents.
- 2411 (2) **Clothing.** Following a toileting accident, wet and soiled clothing is changed
 2412 promptly with sanitation and privacy arrangements made.
- 2413 (d) **Diapers, training pants, and clothing.**
- 2414 (1) **Appropriate fit.** Diapers and training pants fit the child to contain urine and
 2415 feces. (new PD)
- 2416 (2) **Cloth diapers and outer coverings.** Cloth diapers have an outer covering,
 2417 either attached or separate, that is made of a waterproof material. When the outer
 2418 covering is separate from the cloth diaper, both are changed at the same time.
- 2419 (3) **Training pants.** Cloth or disposable training pants are:
- 2420 (A) checked and changed per (a) of this Section;
- 2421 (B) changed in a sanitary manner;
- 2422 (C) changed in a private manner when required per (a) of this Section;
- 2423 (D) disposed of in a trash container with a tight-fitting lid, when applicable.
- 2424 (4) **Rinsing prohibited.** Wet and soiled items, such as cloth diapers and outer
 2425 coverings, cloth training pants, and clothing, are not rinsed, including in the toilet.
 2426 However feces may be disposed of in a toilet, provided contamination of other
 2427 surfaces is prevented.
- 2428 (5) **Send home or launder.** Place wet and soiled items in a sealed, labeled,
 2429 moisture-proof bag and send home or launder. (new PD)
- 2430

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

Nutrition and Food Service

- 2431
- 2432 **Section 299. Nutrition**
- 2433 (a) **Required meals and snacks.** The program ensures the children are served meals
 2434 and snacks according to the program's hours of operation and the children's
 2435 attendance, regardless of whether the program or parents provide the food.
- 2436 (1) **Full day care.** Breakfast or morning snack, mid-day meal, and afternoon snack
 2437 are served. (new PD/OST/DC)
- 2438 (2) **Evening care.** Evening meal and evening snack are served. (new PD)
- 2439 (3) **Overnight care.** Evening meal, evening snack, and breakfast are served. (new
 2440 PD/OST/DC)
- 2441 (4) **Child's attendance.** Children in care over a four-hour period are served a
 2442 meal, unless the child is present during overnight sleeping hours only.
- 2443 (b) **Nutritional quality and quantity.** For healthy development, the nutritional needs
 2444 of the children are met.
- 2445 (1) **Meals and snacks.** Meals and snacks meet or exceed the current Child and
 2446 Adult Care Food Program (CACFP) nutritional standards, with the exception of
 2447 infants, per Appendix ## – Meal and Snack Patterns, unless the requirements
 2448 specifically state otherwise.
- 2449 (2) **Additional servings.** Additional servings:
- 2450 (A) are available when the child remains hungry;
- 2451 (B) meet the nutritional standards; and
- 2452 (C) are not required to be the same food as the first serving. (new PD/OST/DC)
- 2453 (3) **Water.** Safe drinking water is freely available to children at all times. Children
 2454 are encouraged to drink water throughout the day, especially before, during, and
 2455 after outdoor play. (new PD/OST/DC)
- 2456 (4) **Milk.** Milk is required for the healthy development of children.
- 2457 (A) Infants are served breastmilk or formula per (f) of this Section.
- 2458 (B) Children one year of age are served whole milk when not served breastmilk or
 2459 formula. However two percent milk may be served with a written physician's
 2460 statement.
- 2461 (C) Children two years of age and older are served skim or one percent milk.
- 2462 (5) **Fruit juice.** If served, only 100 percent fruit juice is used.
- 2463 (A) Infants are not served fruit juice.
- 2464 (B) Children one year of age and older are not served more than one daily
 2465 serving per Appendix ## – Meal and Snack Pattern.
- 2466 (6) **Sweetened drinks.** The program does not serve or let children have drinks
 2467 sweetened artificially or with sugar, including soda and flavored milk, such as
 2468 chocolate milk.
- 2469 (7) **Caffeinated drinks.** The program does not serve or let children have
 2470 caffeinated drinks, including soda and energy drinks.

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

- 2471 (8) **Special occasions.** On special occasions, such as parties, food and drink that
 2472 does not meet the nutritional requirements may be served in addition to the required
 2473 meals and snacks.
- 2474 (c) **Program or parents provide.** Meals, snacks, or both may be provided by the
 2475 program for all children or the program's policy may require parents provide the meals,
 2476 snacks, or both for their own children or for a group of children. Nutritional standards
 2477 apply regardless of who provides the meal or snack. In addition, approved source
 2478 requirements per Section 300(b) apply when the parents provide the meals or snacks
 2479 for a group of children.
- 2480 (1) **Program provides.** When the program provides the meals, snacks, or both, the
 2481 parents may be requested and allowed to provide for:
- 2482 (A) their own children who:
- 2483 (i) have special dietary needs, including health or religious restrictions;
 2484 (ii) are one year of age and younger; or
 2485 (iii) are participating in a field trip; and (new to PD)
- 2486 (B) a group of children on special occasions.
- 2487 (2) **Parents provide.** When the program policy requires the parents provide the
 2488 meals, snacks, or both the program:
- 2489 (A) provides a meal or snack when the parents do not;
 2490 (B) supplements when the parent provided meal or snack does not meet the
 2491 nutritional standards; and
 2492 (C) provides additional servings per (b) of this Section.
- 2493 (d) **Weekly menus.** Menus of program provided meals and snacks are closely
 2494 followed with reasonable substitutions permitted and posted per Section 281.1(c) and
 2495 (e).
- 2496 (e) **Eating environment.** To help develop healthy eating habits, the eating
 2497 environment is pleasant, relaxed, socially engaging, and provides opportunities to
 2498 teach.
- 2499 (1) **Children.** Children:
- 2500 (A) are encouraged to try new foods;
 2501 (B) are not forced to eat; (new OST/DC)
 2502 (C) are not punished for refusing to eat; and
 2503 (D) at least three years of age and older serve themselves in a family-style dining
 2504 setting, unless the food must be served on individual plates in a school setting or
 2505 the parents provide the meals or snacks for their own children. The personnel:
- 2506 (i) ensure that at least the minimum serving sizes are available at the table
 2507 for the number of children served;
 2508 (ii) allow children to place on their plates the food items they want in the
 2509 amounts they want. However, the first serving may be limited to the minimum
 2510 serving sizes to ensure first servings for all children at the table. Personnel
 2511 may encourage children to only take the amount they will eat; and
 2512 (iii) encourage children to follow proper sanitary food serving practices.

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

- 2513 (2) **Teaching Personnel.** To encourage appropriate eating behaviors, teaching
 2514 personnel sit with the children while the majority of the children are at the table,
 2515 unless meeting the immediate needs of the children who are not at the table. When
 2516 two or more teaching personnel are present, at least one remains at the table until
 2517 all the children are finished eating.
- 2518 (3) **Personnel.** When eating or drinking with or in front of the children, personnel
 2519 eat and drink items that meet the nutritional standards.
- 2520 (f) **One-year-olds and younger.** Additional nutrition and food service requirements
 2521 are met for children one year of age and younger.
- 2522 (1) **Schedule.** Infants are fed when hungry.
- 2523 (2) **Overfeeding.** Personnel do not continue to feed children one year of age and
 2524 younger when they show evidence of being satisfied or full.
- 2525 (3) **Nutritional quality and quantity.** Current CACFP nutritional standards per
 2526 Appendix ## - Meal and Snack Pattern are recommended, but not required, for
 2527 infants, unless the requirements specifically state otherwise. Infants are fed:
- 2528 (A) breastmilk, formula, and introductory solid foods; or
 2529 (B) a special diet for a medical condition as documented per Section 281.4(b).
- 2530 (4) **Breastfeeding.** For the health of the children, breastfeeding is encouraged
 2531 through a supportive environment. The program allows breastfeeding in the program.
- 2532 (5) **Bottle-feeding.** Bottles are labeled with the child's full name.
- 2533 (A) Bottles are not propped by any means at any time.
 2534 (B) Infants six months of age and younger are held while bottle-fed. (new
 2535 CCC/DI/Sick)
- 2536 (C) Infants seven months of age and older are held while bottle-fed until they
 2537 are able to hold their bottles securely without assistance.
- 2538 (6) **Spill-proof cups.** The program has a method that ensures the children do not
 2539 share spill-proof cups.
- 2540 (7) **Self-feeding.** The children who show evidence of wanting to feed themselves
 2541 are allowed to do so. (new PD)
- 2542 (8) **Eating location.** The children who are not held for feeding:
- 2543 (A) have a designated place for eating, such as stationary infant seats, high
 2544 chairs with a safety strap, or low chairs at low tables without restraints; and
 2545 (B) are not given bottles, spill-proof cups, or food in rest equipment or
 2546 equipment with motion, such as swings, due to the increased risk of choking, ear
 2547 infections, and tooth decay. (new PD)
- 2548 (9) **Chokeable, unsafe, and new foods.** For safety:
- 2549 (A) program works closely with the parents to introduce new foods;
 2550 (B) infants are not fed honey or peanut butter;
 2551 (C) children one year of age are fed thinly spread peanut butter, if served; and
 2552 (D) children one year of age and younger are: (new PD)
 2553 (i) not fed foods that may cause choking, such as candies, gum,
 2554 marshmallows, raw carrots, raw peas, celery, whole grapes, nuts, seeds,
 2555 popcorn, rice cakes, or chips; and

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

- 2556 (ii) fed other foods that are cut up into small pieces no larger than:
 2557 (I) 1/4 inch cubes for infants; and
 2558 (II) 1/2 inch cubes for children one year of age.
 2559 (10) **Food service.** Additional food service requirements are met.
 2560 (A) Breastmilk: (new PD)
 2561 (i) is labeled with the child's full name and the date expressed;
 2562 (ii) is stored for no more than:
 2563 (I) 24 hours in the refrigerator when thawed;
 2564 (II) five days in the refrigerator when defrosting; and
 2565 (III) three months from the expression date in the freezer; and
 2566 (iii) is refrigerated or frozen until immediately before feeding;
 2567 (iv) is not warmed in a microwave;
 2568 (v) is gently mixed and is not shaken;
 2569 (vi) served to a child is not reused after one hour from serving;
 2570 (vii) bottles partially served are either sent home with the parents or the
 2571 contents are discarded daily.
 2572 (B) Formula:
 2573 (i) provided by the child's parents is labeled with the child's full name;
 2574 (ii) is not warmed in a microwave; (new PD)
 2575 (iii) served to a child is not reused after one hour from serving; and
 2576 (iv) bottles partially served are either sent home with the parents or the
 2577 contents are discarded daily. (new PD)
 2578 (C) Baby food:
 2579 (i) provided by the child's parents is:
 2580 (I) labeled with the child's full name; and
 2581 (II) not previously opened, unless homemade or frozen; (new PD)
 2582 (ii) is not warmed in a microwave;
 2583 (iii) is served from a separate dish and spoon for each child; (new PD)
 2584 (iv) is discarded and not served again after contact with the feeding spoon;
 2585 and
 2586 (v) partially served is either sent home with the parents or the contents are
 2587 discarded daily.

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

2588 **Section 300. Food service**2589 (a) **General.**

2590 (1) **Food service.** Requirements in this Section are met when the program
 2591 provides food service, including limited food service unless the requirements
 2592 specifically state otherwise.

2593 (2) **Limited food service.** Limited food service is when the program serves only
 2594 non-potentially hazardous foods for immediate consumption and uses only single-
 2595 service food-contact items per (k) of this Section. However milk may be served to
 2596 the children and milk products may be used in occasional cooking activities with the
 2597 children.

2598 (A) Limited food service includes when the parents provide the meals, snacks,
 2599 or both per Section 299(c), provided the program:

2600 (i) only provides or supplements food according to the limited food service
 2601 requirements, including on field trips; and

2602 (ii) sends reusable food-contact items home daily.

2603 (B) When the program only provides limited food service:

2604 (i) the program is exempt from:

2605 (I) health inspections per Section 276(c) and (d);

2606 (II) food service training per Section 284.3(c); and

2607 (III) separate handwashing sink requirements per Section 301(n);

2608 (ii) some requirements in this Section do not apply, such as the
 2609 requirements regarding:

2610 (I) potentially hazardous foods. However, when milk is served the milk
 2611 requirements per (b) of this Section apply. In addition when conducting a
 2612 cooking activity with children, the potentially hazardous food requirements
 2613 apply depending on the ingredients;

2614 (II) a minimum quantity of food-contact items;

2615 (III) a refrigerator, unless foods require refrigeration including parent
 2616 provided foods. When applicable, the program's policy informs parents
 2617 that refrigeration is not provided by the program, so parents may plan
 2618 accordingly;

2619 (IV) a microwave, unless foods are microwaved including parent provided
 2620 foods; and

2621 (V) cooking devices, unless used for occasional cooking activities with
 2622 the children.

2623 (b) **Food supplies.**

2624 (1) **Food sources.** For food safety:

2625 (A) food is from health department approved sources, such as commercially
 2626 produced products, or raw fruits and vegetables from farmers' markets and
 2627 gardens, including personal and the program's gardens;

2628 (B) only commercially pre-packaged non-potentially hazardous food items and
 2629 raw fruits and vegetables may be brought from individual homes for a group; and

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

- 2630 (C) food is in sound condition, free from spoilage and contamination and is safe
 2631 for human consumption.
- 2632 (2) **Home-canned and hermetically sealed food.** Individually home-canned food
 2633 and food in hermetically sealed containers that was not prepared in a food
 2634 processing establishment is not used by the program.
- 2635 (3) **Milk products.** Milk products meet these requirements.
- 2636 (A) Only Grade A pasteurized fluid milk and fluid milk products for drinking are
 2637 used.
- 2638 (B) Pasteurized dry milk and evaporated milk are used for cooking purposes
 2639 only.
- 2640 (C) Milk may be transferred from the original container to serving pitchers.
- 2641 (D) Milk removed from the original container is not returned to the original
 2642 container or stored for later use.
- 2643 (4) **Meat, poultry, and fish.** Meat, poultry, and fish are obtained from approved
 2644 sources and have been inspected by the appropriate governmental authorities.
- 2645 (5) **Ice.** Ice used for any purpose is made from water that comes from an approved
 2646 source and was manufactured, stored, transported, and handled in a sanitary
 2647 manner.
- 2648 (c) **Potentially hazardous foods.**
- 2649 (1) **Cooking.** Potentially hazardous foods requiring cooking are cooked so that all
 2650 parts of the food are heated to a temperature of at least 165 degrees Fahrenheit (F).
 2651 for 15 seconds, except as specified in (2) and (4) of this subsection.
- 2652 (2) **Ground Beef.** Ground beef is cooked thoroughly to at least 155 degrees F. until
 2653 the juice is clear and the meat is no longer pink.
- 2654 (3) **Poultry, stuffed meats, and stuffings.** Poultry, poultry stuffings, stuffed meats
 2655 and stuffings that contain meat are cooked so that all parts of the food are heated to
 2656 at least 165 degrees F. with no interruption in the cooking process.
- 2657 (4) **Pork.** Pork and any food containing pork are cooked so that all parts of the food
 2658 are heated to at least 155 degrees F.
- 2659 (5) **Egg products.** Only clean, whole-shell, non-cracked eggs that meet AA, A, or
 2660 B grade standards and are held at 41 degrees F. or below during storage, are used.
 2661 **(new PD)**
- 2662 (A) Raw, unpasteurized eggs are not used in uncooked food, such as ice cream
 2663 and egg nog.
- 2664 (B) Shelled raw eggs are not held in excess of four hours.
- 2665 (6) **Reheating foods.** Potentially hazardous foods that have been cooked and then
 2666 refrigerated are reheated rapidly throughout to 165 degrees F. or higher before
 2667 being served.
- 2668 (d) **Protecting food.**
- 2669 (1) **General.** Foods are covered and protected from contamination including cross-
 2670 contamination between raw and cooked foods, toxic substances, or contamination
 2671 by insects or rodents while being stored, prepared, displayed, dispensed, packaged,
 2672 or transported.

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

- 2673 (2) **Bare-hand contact.** Personnel:
- 2674 (A) minimize touching food with their bare hands while preparing food; and
- 2675 (B) do not touch unpackaged ready-to-eat food with their bare hands. A barrier,
- 2676 such as gloves, utensils, or wax paper, is used to prepare and serve these foods.
- 2677 (new PD/OST/DC)
- 2678 (3) **Temperature.** Perishable foods, including fruits and vegetables, are stored at
- 2679 temperatures that protect against spoilage.
- 2680 (A) Potentially hazardous foods are maintained at safe temperatures of 41
- 2681 degrees F. or below or 135 degrees F. or above, except during necessary
- 2682 periods of preparation and service. (new PD/OST/DC)
- 2683 (B) Frozen foods are maintained at 0 degrees F. or below, except when being
- 2684 thawed: (new PD/OST/DC)
- 2685 (i) in a refrigerator at 41 degrees F. or below; (new PD)
- 2686 (ii) under running, safe drinking water at 70 degrees F. or below;
- 2687 (iii) using the defrost setting on a microwave, provided the food is
- 2688 immediately transferred to conventional cooking equipment with no
- 2689 interruption in the cooking process; or
- 2690 (iv) as part of the cooking process.
- 2691 (4) **Ice chest.** Ice chests may be used on field trips. If an ice chest is used to
- 2692 refrigerate perishable foods or milk:
- 2693 (A) a thermometer is located in the ice chest so personnel can easily ensure
- 2694 accurate temperatures per (3) of this subsection;
- 2695 (B) the food or milk is served within four hours and is not re-served or re-
- 2696 refrigerated;
- 2697 (C) packaged food is not stored in contact with the water or undrained ice;
- 2698 (D) self-wrapped sandwiches are not stored in direct contact with the ice; and
- 2699 (E) ice used for refrigeration is not used for any other purpose. (new PD)
- 2700 (5) **Damaged or unlabeled cans.** Food from damaged or unlabeled cans is not
- 2701 used.
- 2702 (6) **Poisonous and toxic materials.** Only materials required to maintain sanitary
- 2703 food service area conditions are used or stored in the food service areas. Materials
- 2704 stored in a food service area are clearly identified and stored in a segregated area
- 2705 away from the food, such as under a sink or in a closed cabinet in the storage area.
- 2706 (e) **Preparing food.**
- 2707 (1) **Cross-contamination prevention.** Food is prepared on clean, sanitized
- 2708 food-contact surfaces and with clean, sanitized food-contact items. Each new
- 2709 preparation operation begins with clean, sanitized food-contact surfaces and items,
- 2710 when changing between preparation of:
- 2711 (A) raw beef, pork, poultry, or seafood; and
- 2712 (B) raw to ready-to-eat foods, including raw fruits and vegetables.
- 2713 (2) **Fruits and vegetables.** Raw fruits and vegetables are thoroughly washed with
- 2714 safe drinking water before being cooked or served.
- 2715 (f) **Re-serving food.**

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

- 2716 (1) **Portions.** Individual and family-style portions of food once served are not
 2717 served again.
- 2718 (2) **Wrapped food.** Wrapped food that remains properly maintained and has not
 2719 been unwrapped may be served again.
- 2720 (g) **Transporting food.**
- 2721 (1) **Temperature.** During transportation, potentially hazardous food is kept at 41
 2722 degrees F. or below or 140 degrees F. or above. (new PD)
- 2723 (2) **Storage.** During transportation, food is in covered containers or completely
 2724 wrapped or packaged to protect from contamination.
- 2725 (h) **Catering food.**
- 2726 (1) **Food source.** When catering services are used, food is obtained from a food
 2727 service establishment licensed by the health department.
- 2728 (2) **Approval.** Procedures and equipment for transporting meals are approved by
 2729 the health department.
- 2730 (i) **Food-contact items and surfaces.**
- 2731 (1) **Condition.** Surfaces and items, such as kitchenware, utensils, tableware,
 2732 service items, and storage items, that come into contact with food are designed and
 2733 constructed of safe, non-toxic materials and are smooth, non-absorbent, easily
 2734 cleanable, durable, and in good repair.
- 2735 (2) **Quantity.** An adequate quantity of food-contact items is available to ensure
 2736 complete food service for at least one meal for the licensed capacity. However when
 2737 the program does not serve meals or snacks to their entire licensed capacity, the
 2738 program is only required to have an adequate quantity for the number of children
 2739 eating.
- 2740 (j) **Equipment.**
- 2741 (1) **Installation.** Equipment is installed to facilitate cleaning of the equipment and
 2742 adjacent areas.
- 2743 (2) **Refrigerators.** Refrigerators maintain the food at 41 degrees F. or below. Ice
 2744 chests are not a replacement for this requirement.
- 2745 (3) **Thermometers.** To maintain safe food temperatures, thermometers are used.
- 2746 (A) **Thermometers are located in a designated location in each refrigerator and**
 2747 **freezer used for the children's food so the personnel can easily ensure accurate**
 2748 **temperatures.**
- 2749 (B) **A temperature measuring device is available to check the food temperatures**
 2750 **when cooking. (new PD)**
- 2751 (4) **Microwaves.** For the safety of the children:
- 2752 (A) **personnel are instructed on how to assess safe temperatures when**
 2753 **microwaves are used to warm the children's food; and**
- 2754 (B) **a warning is posted per Section 281.1(f).**
- 2755 (k) **Cleaning and sanitizing.**
- 2756 (1) **Refrigerators.** Refrigerators are cleaned as often as necessary to keep free of
 2757 soils, food particles, and other debris accumulations.

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

- 2758 (2) **Cooking devices.** Cooking devices are cleaned as often as necessary to keep
 2759 free of soils, food particles, encrusted grease deposits, and other debris
 2760 accumulations.
- 2761 (3) **Food-contact items and surfaces.** Food-contact items and surfaces are
 2762 washed, rinsed, and sanitized after each use by using one of the following methods.
- 2763 (A) Automatic dishwashers, commercial or domestic, may be used provided the
 2764 heat or chemical sanitizing cycles are properly installed and the machine is
 2765 operated in a manner that allows completion of a sanitizing cycle without opening
 2766 the machine. Adequacy of the sanitizing cycle is determined by the generally
 2767 accepted test methods.
- 2768 (B) Manual dishwashing may be done provided these requirements are met.
- 2769 (i) Three-compartments are used for washing, rinsing, and sanitizing with a:
- 2770 (I) three-compartment sink; or
- 2771 (II) one or two-compartment sink with added containers.
- 2772 (ii) Items are washed, rinsed, sanitized, and dried in this sequence.
- 2773 (I) Sinks and containers are cleaned prior to use.
- 2774 (II) In the first compartment, items are thoroughly washed with a food
 2775 grade detergent in a solution that is kept clean.
- 2776 (III) In the second compartment, items are rinsed with clean water until
 2777 they are free of detergent and abrasives.
- 2778 (IV) In the third compartment, items are sanitized by immersion in a
 2779 sanitizing solution that is kept clean, unless the equipment design
 2780 prevents immersion. The solution contains a food grade sanitizer, such as
 2781 bleach per Appendix ## – Cleaners, Sanitizers, and Disinfectants.
- 2782 (V) Items are air-dried in a self-draining position before being stored.
- 2783 (C) Single-service food-contact items, such as plastic utensils and paper plates,
 2784 may be used when the program provides limited food service or does not have
 2785 adequate and effective facilities for cleaning and sanitizing food-contact items
 2786 provided the single-service food-contact items are:
- 2787 (i) stored in closed cartons or containers that protect from contamination;
- 2788 (ii) used for preparation and service; and
- 2789 (iii) used only once.
- 2790 (D) Stationary food-contact surfaces are cleaned and sanitized in place.
- 2791 (l) **Storage area.**
- 2792 (1) **Location.** Food and food-contact items are stored above the floor in a clean,
 2793 dry location to protect from splash, dust, and other contamination.
- 2794 (2) **Quantity.** Adequate space is provided for food and food-contact item storage.
- 2795 (m) **Food service personnel.**
- 2796 (1) **Health.** Prohibited food service personnel are indicated per Section 283(e).
- 2797 (2) **Hygiene.** Personnel:
- 2798 (A) wear clean outer garments, maintain a high degree of personal cleanliness,
 2799 and conform to hygienic practices while on duty;
- 2800 (B) wash their hands per Section 295(a);

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

- 2801 (C) do not wash their hands in the food preparation or dishwashing sinks; and
- 2802 (D) keep their fingernails clean and trimmed.
- 2803 (n) **One-year-olds and younger.** Additional food service requirements for children
- 2804 one year of age and younger are met per Section 299(f).

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

Physical Environments

2805

2806 **Section 301. Facility**

2807 (a) **Location.** The facility is located in an area that offers minimal hazards to the
 2808 health, safety, and well-being of the children.

2809 (b) **Other business.** When the program shares the facility with another business,
 2810 requirements are met per Section 277(b).

2811 (c) **Construction.** The facility is in compliance with the building and fire codes of the
 2812 local or state governmental authority having jurisdiction that were applicable at the time
 2813 the license was issued. Programs that operate on a 24-hour per day basis are in
 2814 compliance with any additional codes required.

2815 (1) New construction and reconstruction, such as remodeling, of a building or area
 2816 not previously licensed for child care complies with the current requirements and
 2817 building and fire codes.

2818 (A) Construction plans for a new building, an addition, or reconstruction of an
 2819 existing building are submitted to the local or state fire governmental authority
 2820 having jurisdiction for approval prior to the start of construction.

2821 (B) Construction, reconstruction, or alterations occurring during the hours of
 2822 operation are done in a manner that prevents hazards and unsafe conditions.

2823 (C) Paint containing lead in excess of 0.06 percent is not used when existing or
 2824 new surfaces are painted.

2825 (2) Manufactured and mobile homes, whether mobile or permanently situated, are
 2826 prohibited. However, a program licensed in a manufactured home before February
 2827 1, 1981 is exempt, unless the program has a change of address.

2828 (d) **Floors.** Floor surfaces are:

2829 (1) constructed so they are easily cleaned;

2830 (2) sealed when made of absorbent material, such as concrete and wood; and

2831 (3) smooth and non-carpeted in food service areas and restrooms.

2832 (e) **Walls and ceilings.** Wall and ceiling surfaces are:

2833 (1) constructed so they are easily cleaned;

2834 (2) smooth and washable up to the highest level reached by splash or spray in
 2835 areas where food is prepared, food-contact items are washed, and food service
 2836 personnel wash their hands, such as walls behind sinks and counters.

2837 (f) **Electrical.** Electrical system is installed in accordance with the Oklahoma Electrical
 2838 Licensing Act.

2839 (1) Portions of the electrical system installed and maintained after June 1, 1987 are
 2840 in compliance with the current electrical codes of the local or state governmental
 2841 authority having jurisdiction.

2842 (2) Temporary wiring, used as permanent wiring, is prohibited.

2843 (3) Extension cords, used as permanent wiring, are not used, unless equipped with
 2844 built-in circuit breakers or fuses, such as surge protectors with a built-in fuse.

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

- 2845 (4) Unused electrical outlets accessible to children five years of age and younger
 2846 are equipped with safety devices, such as outlet covers.
- 2847 (g) **Lighting.** The lighting:
 2848 (1) levels are bright enough for safety and comfort; and
 2849 (2) fixtures in food preparation and service areas are shielded.
- 2850 (h) **Heating and cooling.** The systems are operable, in compliance with the building and
 2851 fire codes of the local or state governmental authority having jurisdiction, and pose no risk
 2852 to the children.
- 2853 (1) The indoor temperature in activity areas is between 65 and 80 degrees
 2854 Fahrenheit (F). (new PD/OST/DC)
- 2855 (2) Electric baseboard heaters may be used when wired directly into the electrical
 2856 system and no objects are in contact with the heating elements.
- 2857 (3) Prohibited use of heating equipment includes:
 2858 (A) portable fuel-burning space heaters;
 2859 (B) open flame heaters, such as gas-fed wall mounted heaters, wood-burning
 2860 fireplaces and stoves, fireplace inserts, pellet stoves, and other devices that
 2861 produce open flames;
 2862 (C) unvented and vent-free fuel-burning heaters; and
 2863 (D) equipment not specifically designed or installed as a typical heat source,
 2864 such as cooking equipment.
- 2865 (4) To prevent accidental use of prohibited equipment during the hours of
 2866 operation, the controls, such as the knobs, are removed or inaccessible.
- 2867 (5) Portable electric space heaters may be used as supplemental heat provided the
 2868 equipment:
 2869 (A) has Underwriters Laboratory (UL) approval;
 2870 (B) has an automatic shut off feature for tipping over and overheating;
 2871 (C) has an external protective covering to keep hands and objects away from
 2872 the electric heating elements;
 2873 (D) is used according to the manufacturer's instructions;
 2874 (E) is not used with an extension cord, including extensions cords equipped with
 2875 built-in circuit breakers or fuses;
 2876 (F) does not overload the electrical circuits, such as causing lights to flicker or
 2877 continuously shutting the electric power off;
 2878 (G) placement is:
 2879 (i) on a flat floor only;
 2880 (ii) at least three feet from flammable materials, such as paper, curtains, and
 2881 furniture;
 2882 (iii) inaccessible, including the electrical power cord; and
 2883 (H) is attended while in use, such as personnel present in the room or
 2884 classroom.
- 2885 (6) Guards are used to protect children from heaters with hot surfaces, including
 2886 floor furnaces.

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

- 2887 (i) **Ventilation.** Rooms are properly ventilated to bring in fresh air, such as with a
 2888 central heat and air system.
- 2889 (1) Rooms, including the kitchen, have sufficient ventilation to keep them free from:
 2890 (A) heat, steam, vapors, smoke, and fumes; and
 2891 (B) unpleasant odors from trash and restrooms.
- 2892 (2) The ventilation systems are in compliance with the building and fire codes of the
 2893 local or state governmental authority having jurisdiction.
- 2894 (j) **Plumbing.** The plumbing is installed in accordance with the Oklahoma Plumbing
 2895 Licensing Act.
- 2896 (1) Portions of the plumbing system installed and maintained after June 1, 1987 are
 2897 installed in compliance with the current plumbing codes of the local or state
 2898 governmental authority having jurisdiction.
- 2899 (2) Cross-connections are prohibited between the safe drinking water supply and
 2900 any non-safe or questionable drinking water supply or source of pollution that may
 2901 contaminate the safe drinking water.
- 2902 (k) **Water supply.** The water supply:
- 2903 (1) is adequate, safe, sanitary, and is from a:
- 2904 (A) public water supply; or
- 2905 (B) non-public water supply, such as well water, that meets the local and
 2906 Oklahoma Department of Environmental Quality (DEQ) testing requirements.
 2907 Documentation is maintained per Section 281.2(c); and
- 2908 (2) has hot and cold running water under pressure in areas where food is prepared
 2909 or where food-contact items and surfaces are washed.
- 2910 (l) **Sewage disposal.** Sewage, including mop water, is disposed of in a public sewage
 2911 system or, in its absence, a manner approved by DEQ.
- 2912 (m) **Toileting facilities.** The toileting facilities requirements are met.
- 2913 (1) The facility has one toilet, excluding urinals and potty chairs, for every 15
 2914 children that is easily accessible in the same building where care is provided. (new
 2915 PD)
- 2916 (2) The toileting facilities:
- 2917 (A) have operable toilets;
- 2918 (B) have toilet paper within easy reach of children;
- 2919 (C) with doors meet the door requirements in (g) of this Section; and
- 2920 (D) used by children six years of age and older provide privacy, such as being
 2921 equipped with doors or having children take turns, while supervision is
 2922 maintained.
- 2923 (n) **Handwashing facilities.** The handwashing facilities requirements are met.
- 2924 (1) Required sinks are plumbed per (j) of this Section.
- 2925 (A) The facility has one sink, excluding food service area and portable sinks, for
 2926 every 15 children that is easily accessible in the same building where care is
 2927 provided.
- 2928 (B) Diaper changing areas have at least one sink, excluding portable sinks, in
 2929 the same classroom or in a restroom that opens directly into the classroom, when

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

- 2930 the classroom has children two years of age or younger in diapers. However a
 2931 sink is not required when the:
- 2932 (i) classroom has children two years of age or older who are in disposable
 2933 or cloth training pants, provided adequate supervision and sanitation
 2934 provisions are made; or
- 2935 (ii) licensed capacity is 15 or less and the facility was originally designed as
 2936 a family residence provided:
- 2937 (I) there is a centrally located restroom sink with a diaper changing area
 2938 nearby; and
- 2939 (II) children in diapers play throughout the house rather than in an
 2940 assigned classroom.
- 2941 (C) The food service areas have at least one handwashing sink, excluding
 2942 portable sinks:
- 2943 (i) with a mixed-valve faucet for hot and cold water, in programs licensed
 2944 after June 1, 1987; and
- 2945 (ii) that is separate and in addition to sinks used for food preparation and
 2946 dishwashing.
- 2947 (2) Portable sinks do not replace required sinks indicated in (1) of this subsection.
 2948 However portable sinks may be used in addition to the required sinks, provided
 2949 sanitary conditions are maintained including obtaining water from an appropriate
 2950 water supply per (k) of this Section.
- 2951 (3) Handwashing facilities have:
- 2952 (A) operable sinks with running water that is between 80 and 120 degrees F; and
 2953 (new PD/OST/DC)
- 2954 (B) soap, paper towels or mechanical hand dryers, and trash containers within
 2955 easy reach of the children.
- 2956 (o) **Kitchens.** Kitchens are in a separate area and arranged in a way that discourages
 2957 unsupervised access by the children and unauthorized individuals.
- 2958 (p) **Basements.** Basements used for the children meet the requirements per Section
 2959 302(b).
- 2960 (q) **Exits, doors, windows, and screens.** For safety and to minimize insect entry:
- 2961 (1) exits and routes to the exits are not blocked by equipment, furniture, or other
 2962 objects;
- 2963 (2) interior and exterior exit doors used for evacuations can be:
- 2964 (A) opened from the inside without the use of a key; and
- 2965 (B) unlocked, unlatched, and opened with a single motion;
- 2966 (3) restroom doors can be unlocked from the outside in an emergency, with the
 2967 opening device readily accessible to the personnel;
- 2968 (4) closet doors can be opened by children from the inside; (new CCC/DI/Sick)
- 2969 (5) clear glass doors and windows that start at the ground level are plainly marked
 2970 at the children's eye level to avoid accidental impact;
- 2971 (6) exterior screen or storm doors have a self-closing apparatus; and

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

- 2972 (7) exterior doors and windows, when open for ventilation, have properly fitted
 2973 screens.
- 2974 (r) **Stairways.** Interior and exterior stairways with four or more steps have at least one
 2975 handrail. (new OST/DC)
- 2976 (s) **Barriers.** Barriers:
- 2977 (1) are provided on porches, elevated walkways, and elevated play areas of more
 2978 than two feet in height; and (new OST/DC)
- 2979 (2) have openings less than:
- 2980 (A) 2 and 3/8 inches when accessible to children one year of age and younger;
 2981 and (new PD)
- 2982 (B) 4 inches when accessible to children two years of age and older.
- 2983 (t) **Individual smoke alarms.** Smoke alarms are:
- 2984 (1) required when the facility is not equipped with a central detection and alarm
 2985 system for smoke per (v) of this Section;
- 2986 (2) in each room where children are in care;
- 2987 (3) located at the top of the stairs leading to another floor;
- 2988 (4) mounted according to the manufacturer's instructions; and
- 2989 (5) tested and maintained per Section 279(f).
- 2990 (u) **Individual carbon monoxide alarms.** At least one carbon monoxide alarm is:
- 2991 (1) required when there is a fuel burning appliance in the building and the facility is
 2992 not equipped with a central detection and alarm system for carbon monoxide per (v)
 2993 of this Section;
- 2994 (2) located near the fuel burning appliance;
- 2995 (3) mounted according to the manufacturer's instructions; and
- 2996 (4) tested and maintained per Section 279(f).
- 2997 (v) **Central detection and alarm system for smoke or carbon monoxide.** The
 2998 facility may be equipped with hard-wired or wireless detectors connected to a central
 2999 control panel. When equipped, the system is:
- 3000 (1) installed according to the manufacturer's instructions; and
- 3001 (2) tested and maintained per Section 279(f).
- 3002 (w) **Fire extinguishers.** Fire extinguishers are:
- 3003 (1) portable and Class ABC;
- 3004 (2) of the number, size, type, and installation required by the local or state fire
 3005 governmental authority having jurisdiction; and
- 3006 (3) tested and maintained per Section 279(f).
- 3007 (x) **Phone.** The phone requirements are met per Section 279(b).
- 3008 (y) **Utilities.** The facility has operable utilities.
- 3009 (z) **Maintenance of facility.** The facility has a structurally sound interior and exterior in
 3010 good repair, such as:
- 3011 (1) floors are free of broken tile, torn carpet, and holes;
- 3012 (2) walls and ceilings are free from holes and peeling paper and paint; and
- 3013 (3) windows and doors are free of broken glass and other hazards.

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

3014 **Section 302. Indoor and outdoor play areas**

3015 (a) **Indoor and outdoor play areas.**

- 3016 (1) **Facility.** The facility requirements are met per Section 301.
- 3017 (2) **Equipment.** The equipment requirements are met per Section 303.
- 3018 (3) **Hazards.** The hazard requirements are met per Section 304.
- 3019 (4) **Cleanliness and sanitation.** The cleanliness and sanitation requirements are
- 3020 met per Section 305.

3021 (b) **Indoor play areas.**

3022 (1) **Square footage for licensed capacity.** For developmentally appropriate

3023 environments, a minimum amount of indoor play area is required.

3024 (A) The program has at least 35 square feet of floor space per child, for routine

3025 use by the children.

3026 (B) However, infants require additional floor space due to their equipment.

3027 Programs licensed:

3028 (i) on or after November 1, 2013 have at least 40 square feet of floor space

3029 per infant in classrooms routinely designated for infants only.

3030 (ii) before November 1, 2013, that added or converted an existing classroom

3031 after January 1, 2005 into a classroom routinely designated for infants only,

3032 have at least 40 square feet of floor space per infant in that classroom.

3033 However other existing infant classrooms are not required to meet this

3034 requirement.

3035 (2) **Areas not counted for licensed capacity or limited for children’s use.**

3036 Some areas may not be suitable for use by the children in care or only under these

3037 conditions.

3038 (A) Areas not counted in calculating the licensed capacity are:

- 3039 (i) restrooms, kitchens, and hallways;
- 3040 (ii) storage closets and supply rooms;
- 3041 (iii) personnel offices, work rooms, and break rooms;
- 3042 (iv) areas occupied by furniture not for children's use;
- 3043 (v) supplemental areas or rooms used exclusively for eating, rest time, gross
- 3044 motor play, or care of ill children; and
- 3045 (vi) alternate indoor play areas in shared facilities per Section 277(b).

3046 (B) Basements, areas partially below ground level, and floors above ground

3047 level are only counted toward the licensed capacity when approved by the local

3048 or state fire governmental authority having jurisdiction. Any age restrictions are

3049 identified. Fire approval is also required before children use the area for any

3050 reason, except as part of the emergency plans and procedures, such as tornados

3051 or lock-downs. When used by the children, basements are finished, dry, and

3052 ventilated.

3053 (C) Large areas, such as gymnasiums, are only counted toward the licensed

3054 capacity when divided into classrooms for children three years of age or older.

3055 However, they may be used as a supplemental area for any age.

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

- 3056 (3) **Classroom capacity.** No classroom is routinely occupied by more children than
 3057 can be accommodated by the square footage per (1) of this subsection.
- 3058 (4) **Use zones and impact-absorbing materials.** Use zones per (c) of this Section
 3059 for indoor climbing equipment with a fall height over four feet have impact-absorbing
 3060 materials per (c) of this Section.
- 3061 (c) **Outdoor play areas.**
- 3062 (1) **Square footage for licensed capacity.** For developmentally appropriate
 3063 environments, a minimum amount of outdoor play area is required.
- 3064 (A) When the licensed capacity is for 23 or fewer children, there is at least 75
 3065 square feet of outdoor play area per child for the licensed capacity.
- 3066 (B) When the licensed capacity is for 24 or more children, there is at least 75
 3067 square feet of outdoor play area per child for at least one-third of the licensed
 3068 capacity or 1800 square feet, whichever is greater.
- 3069 (2) **Areas not counted for licensed capacity.** Alternate outdoor play areas in shared
 3070 facilities per Section 277(b) are not counted in calculating the licensed capacity.
- 3071 (3) **Outdoor play area capacity.** No outdoor play area is routinely occupied by
 3072 more children than can be accommodated by the square footage per (1) of this
 3073 subsection. When the program has less than 75 square feet of outdoor play area per
 3074 child for the licensed capacity, the program follows a rotation schedule, as indicated
 3075 on the classroom schedules.
- 3076 (4) **Location.** The outdoor play areas are situated to allow the:
 3077 (A) children to reach them safely; and
 3078 (B) supervision of areas where the children cannot be easily seen.
- 3079 (5) **Fencing.** The outdoor play areas are enclosed by a building or fence.
 3080 (A) The fence:
 3081 (i) begins at ground level; (new OST/DC)
 3082 (ii) is at least 48 inches high;
 3083 (iii) poses no risk to children; and
 3084 (iv) is maintained in a good condition, such as stable, secure, and upright.
 3085 (B) Children five years of age and older who are attending or have completed
 3086 kindergarten may play in an unfenced or partially fenced on-site outdoor play
 3087 area as part of a scheduled occasional supervised activity when the area is
 3088 properly protected from traffic and other hazards.
- 3089 (6) **Exits and gates.** The outdoor play areas:
 3090 (A) have at least one exit that remains unlocked during the hours of operation
 3091 and is away from the building, so re-entrance is not required in an emergency.
 3092 However, the unlocked exit may have a child-proof latch or a latch out of the
 3093 reach of the children; and
 3094 (B) gates are kept closed when children are playing outside.
- 3095 (7) **Water protection.** Bodies of water and water features are inaccessible or meet
 3096 the water activity requirements per Section 292.
- 3097 (8) **Shade.** The outdoor play areas have shade accessible to the children when
 3098 outdoors.

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

- 3099 (9) **Open area.** The play equipment is arranged to have an open, continuous,
 3100 uninterrupted, and unobstructed area that is at least 25 percent of the required
 3101 outdoor play area. Programs that share their outdoor play area are exempt from this
 3102 requirement.
- 3103 (10) **Use zones.** Use zones are clearance spaces and surfaces under and around a
 3104 piece of equipment onto which a child falling or exiting from the equipment would be
 3105 expected to land.
- 3106 (A) Use zones:
- 3107 (i) are free of obstacles, except for multi-axis swing support structures;
 3108 (ii) around all equipment are arranged to prevent hazards from conflicting
 3109 activities;
 3110 (iii) around non-portable play equipment, with a fall height of:
- 3111 (I) 30 inches or less, extend at least three feet in all directions from the
 3112 equipment perimeter, unless an exception in (B) of this subsection applies;
 3113 or
 3114 (II) more than 30 inches, extend at least six feet in all directions from the
 3115 equipment perimeter, unless an exception in (B) of this subsection applies;
 3116 and
- 3117 (iv) do not overlap. However, use zones in programs licensed before
 3118 November 1, 2013 may overlap for existing non-portable equipment, unless
 3119 the equipment is moved.
- 3120 (B) However, use zones:
- 3121 (i) on the sides of play equipment, where the fall potential in that direction is
 3122 minimal, are not required, such as play equipment with guardrails or barriers
 3123 or the sides of swings;
 3124 (ii) for single-axis swings that move forward and backward, extend two times
 3125 the length of the swing chain to the front and rear of the swing midpoint.
 3126 However swings secured by a bar or strap and that are used by children two
 3127 years of age or younger are not required to extend more than six feet; (new
 3128 PD)
 3129 (iii) for multi-axis swings, such as tire swings that move in a circle, extend six
 3130 feet plus the length of the chain in every direction from the midpoint. At least a
 3131 30-inch clearance between a fully extended tire swing seat and the support
 3132 structure is required.
- 3133 (C) The swing fall height is where the chain attaches at the top of the support
 3134 structure.
- 3135 (11) **Impact-absorbing materials.** For protection from serious head injuries due to
 3136 falls, impact-absorbing materials:
- 3137 (A) are required in use zones for:
- 3138 (i) climbers;
 3139 (ii) swings;
 3140 (iii) slides; and
 3141 (iv) revolving equipment; and

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

- 3142 (B) meet these requirements when obtained after August 1, 2003, as
 3143 documented per Section 281.2(c). However, grass is acceptable when the fall
 3144 height is four feet or less and for swings secured by a bar or strap used by
 3145 children two years of age or younger.
- 3146 (i) Loose-fill materials, such as sand, pea gravel, wood playground mulch,
 3147 shredded rubber mulch, and engineered wood fibers (EWF):
- 3148 (I) are maintained at a depth of at least six inches by replacing, leveling,
 3149 or raking. In addition, rubber mulch, EWF, and any other loose-fill material
 3150 that is tested by the American Society for Testing and Materials
 3151 International (ASTM) must comply with the impact attenuation and EWF
 3152 guidelines;
- 3153 (II) remain loose and are not compacted. Grass and weeds in use zones
 3154 are minimized to prevent compaction; and
- 3155 (III) may be prevented from displacement by using impact mats that meet
 3156 ASTM guidelines for impact attenuation.
- 3157 (ii) Unitary materials, such as rubber mats and poured in place rubber:
- 3158 (I) comply with ASTM guidelines for impact attenuation;
- 3159 (II) have an ASTM rating equal to or greater than the fall height; and
- 3160 (III) do not have rips, tears, and loose seams.
- 3161 (12) **Surfaces.** To provide for varying activities, at least two surface types are
 3162 required. To meet this requirement, programs licensed:
- 3163 (A) on or after November 1, 2013 minimize conflicting activities by only counting
 3164 surfaces outside of the use zones, including impact-absorbing materials that
 3165 extend beyond the use zones; and
- 3166 (B) before November 1, 2013, may count surfaces inside of the use zones,
 3167 unless square footage is added to the outdoor play area.

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

3168 **Section 303. Equipment**

3169 (a) **General.** When obtaining and maintaining basic and play equipment, the
3170 requirements in this Section are met.

3171 (1) **Type and quantity.** Equipment:

3172 (A) assists personnel in providing for each child's physical, cognitive, emotional,
3173 and social development;

3174 (B) is of appropriate type and size to meet the developmental needs of the age
3175 group and individual children in care; and

3176 (C) is provided in type and quantity per Appendix ## – Equipment. (new DI)

3177 (2) **Safety, maintenance, and sanitation.** Equipment is:

3178 (A) lead free;

3179 (B) installed, maintained, and used according to the manufacturer's instructions;

3180 (C) safely constructed and sturdy;

3181 (D) complete and in good working condition and repair, including no holes and
3182 tears;

3183 (E) maintained in a safe condition that prevents hazards, such as splinters,
3184 loose parts, protrusions, and sharp edges; and

3185 (F) maintained in a clean and sanitary condition per Section 305.

3186 (3) **Evaluate and replace.** The program:

3187 (A) evaluates equipment on an ongoing basis;

3188 (B) evaluates equipment as enrollment varies. When the number of children in
3189 an age group increases, equipment is added if needed in accordance with the
3190 number and developmental needs of the children in care;

3191 (C) conducts an equipment inventory. Documentation is maintained per Section
3192 281.2(c); and

3193 (D) replaces or repairs equipment that is missing, broken, or defective.

3194 (b) **Rest equipment.** Safe and appropriate use of rest equipment is met per Section
3195 297.

3196 (1) **Mats.** Each individual mat is at least two-inches thick and covered with a
3197 durable, washable, waterproof, form-fitting material. Inflatable mats do not meet this
3198 requirement.

3199 (2) **Cots.** Cots are able to be cleaned and sanitized.

3200 (3) **Cribs.** Cribs, including portable cribs that can be folded or collapsed without
3201 being disassembled:

3202 (A) meet the current Consumer Product Safety Commission (CPSC) full-size
3203 and non-full-size crib standards. Documentation is maintained per Section
3204 281.2(c); and

3205 (B) have a mattress that is:

3206 (i) firm; (new PD)

3207 (ii) designed to fit the specific crib, with no more than one inch between the
3208 mattress and crib; and

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
(DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

- 3209 (iii) covered with a durable, washable, waterproof, form-fitting material. (new
 3210 **PD**)
- 3211 (4) **Play yards.** Play yards, such as playpens and pack-n-plays, are made of mesh,
 3212 fabric, or other non-rigid construction.
- 3213 (A) Play yards are prohibited in programs licensed on or after November 1, 2013.
 3214 (B) Existing play yards may be used in programs licensed before November 1,
 3215 2013 provided these requirements are met. Play yards are not obtained after this
 3216 date.
- 3217 (i) The pad is manufactured for the specific play yard.
 3218 (ii) The equipment has: (new PD)
- 3219 (I) mesh less than 1/4 inch in size, smaller than baby clothing buttons;
 3220 (II) securely attached material at the top rail and floor plate;
 3221 (III) no tears, holes, or loose threads that could entangle a child; and
 3222 (IV) no missing, loose, or exposed staples.
- 3223 (c) **Indoor play equipment.** Safe and appropriate use of indoor play equipment,
 3224 including access, rotation, use zones, and impact-absorbing materials, is met per
 3225 Section 290(f) and (g) and Section 302(b).
- 3226 (d) **Outdoor play equipment.** Safe and appropriate use of outdoor play equipment,
 3227 including arrangement, use zones, and impact-absorbing materials, is met per Section
 3228 302(c).
- 3229 (1) **Safe design.** Equipment does not have:
- 3230 (A) angles or openings between three and one-half inches and nine inches that
 3231 could entrap any part of a child's body including their head, such as ladder rungs
 3232 and steering wheels; and
- 3233 (B) exposed moving parts with pinch, crush, or shear points, such as rotating
 3234 devices with exposed gears or axle assemblies and teeter-totter hinges.
- 3235 (2) **Installation.** Equipment is securely installed unless portable by design.
 3236 Equipment withstands the maximum anticipated forces generated by active use to
 3237 prevent overturning, tipping, or sliding. Anchors, when used, do not pose a hazard to
 3238 children.
- 3239 (3) **Swing seats.** Swing seats are constructed of durable, lightweight, relatively
 3240 pliable material, such as nylon webbing, rubber, or plastic.
- 3241 (e) **Prohibited equipment.** This equipment is not on-site, unless the shared facility
 3242 requirements per (f) of this Section apply and is not used.
- 3243 (1) **Diaper changing equipment.** Prohibited diaper changing equipment includes
 3244 diaper changing attachments contained in pack-n-plays.
- 3245 (2) **Rest equipment.** Prohibited rest equipment includes:
- 3246 (A) bassinets, including bassinet attachments in pack-n-plays;
 3247 (B) stacked cribs; and
 3248 (C) play yards when applicable per (b) of this Section, including when children
 3249 are awake.
- 3250 (3) **Play equipment.** Prohibited play equipment includes:
 3251 (A) infant walkers; (new PD)

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

- 3252 (B) trampolines, of any kind; (new PD/OST/DC)
- 3253 (C) heavy metal or molded plastic swings, such as animal figures; and
- 3254 (D) swinging gates used as play equipment.
- 3255 (f) **Prohibited and non-compliant equipment – shared facility.** When prohibited
- 3256 equipment per (e) of this Section or equipment that does not meet the requirements,
- 3257 including inappropriate use zones and impact-absorbing materials, are on-site due to
- 3258 the program sharing the facility, these requirements are met.
- 3259 (1) **Inaccessible.** The equipment is made inaccessible, when possible, or a written
- 3260 Licensing approved plan, addressing a method that ensures the equipment is not
- 3261 used by the children or program, is followed.
- 3262 (2) **Capacity.** The area taken by the equipment does not count in the licensed
- 3263 capacity, classroom capacity, or outdoor play area capacity.

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

3264 **Section 304. Hazards**

- 3265 (a) **General.** Hazards mean anything that may inflict injury or cause harm.
- 3266 (1) The facility is free of hazards.
- 3267 (2) Hazardous items are inaccessible, including in personal belongings such as diaper
- 3268 bags, backpacks, and purses. However hazardous items used for a supervised,
- 3269 planned learning activity may be accessible during the activity, such as water play, arts
- 3270 and crafts, gardening, and woodworking. Higher risk activity requirements may apply.
- 3271 (3) Personnel recognize and act to correct hazards to physical safety, both indoors
- 3272 and outdoors.
- 3273 (b) **Manufacturer instructions.** Products, including toxic materials, are used
- 3274 according to the manufacturer's instructions.
- 3275 (c) **Standing liquid.** Liquid in containers or buckets is inaccessible. (new OST/DC)
- 3276 (d) **Toxic plants.** Toxic plants are inaccessible. (new OST/DC)
- 3277 (e) **Toxic materials.** Toxic materials, such as health and beauty aids, cleaning
- 3278 materials, detergents, and pesticides, are inaccessible.
- 3279 (1) Toxic materials are stored in their original containers. However, smaller
- 3280 containers may be used when labeled with the product's name and the warning
- 3281 information is maintained at the facility.
- 3282 (2) Toxic materials are stored and used in a manner that:
- 3283 (A) does not constitute a hazard; and
- 3284 (B) prevents contamination of food and food-contact items and surfaces.
- 3285 (f) **Pest control products.** Pest control products are not applied when children are
- 3286 present. After their application, the children do not enter the area until indicated by the
- 3287 manufacturer's instructions.
- 3288 (g) **Illegal drugs.** The facility and vehicles used to transport children are free of illegal
- 3289 drugs and paraphernalia.
- 3290 (h) **Tobacco products.** Tobacco products and related items, such as ashtrays,
- 3291 cigarette butts, and simulated tobacco products, are inaccessible.
- 3292 (i) **Matches and lighters.** Matches and lighters are inaccessible.
- 3293 (j) **Open flames.** Items with open flames, such as candles, are not used during the
- 3294 hours of operation.
- 3295 (k) **Heater closets.** The central heating unit and gas-fed hot water heater enclosures,
- 3296 such as a closet, are not used for storage.
- 3297 (l) **Weapons and ammunition.** Any weapons and ammunition, such as firearms, cap
- 3298 pistols, bows and arrows, and hunting knives, are kept in an inaccessible area. In
- 3299 addition:
- 3300 (1) weapons are kept unloaded in locked containers or cabinets; and
- 3301 (2) ammunition is kept in locked containers or cabinets, separate from weapons;
- 3302 (3) keys, combinations, and codes used for locked storage are inaccessible; and
- 3303 (4) parents are informed of weapons per Section 280(c). (new PD/OST/DC)
- 3304 (m) **Vehicle items.** When transported, the children are protected from items in the
- 3305 vehicle that may become a hazard during vehicle operation or in the event of an accident.

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

- 3306 (n) **Miscellaneous.** For safety:
- 3307 (1) fireworks are inaccessible; and
- 3308 (2) compressed gas cylinders are secured to prevent falling over.
- 3309 (o) **Two-year-olds and younger.** Due to age and developmental abilities, items not
- 3310 considered a hazard for older children may be a hazard for younger children.
- 3311 (1) For children two years of age and younger:
- 3312 (A) strangulation hazards are inaccessible, such as electrical cords, cables,
- 3313 ropes, and play equipment with strings long enough to strangle a child;
- 3314 (B) choking hazards are inaccessible, such as objects with removable parts with
- 3315 a diameter less than 1 and 1/4 inches, plastic bags, styrofoam, and rubber
- 3316 balloons; and (new PD)
- 3317 (C) play equipment with sharp points or edges are inaccessible.
- 3318 (2) For children one year of age and younger stairways are inaccessible.

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

3319 **Section 305. Cleanliness and sanitation**

- 3320 (a) **General.** To minimize illness and pests and prevent injuries the:
- 3321 (1) facility and vehicles are clean, sanitary, and free of clutter and litter, including
- 3322 the accumulation of paper; and
- 3323 (2) outdoor play areas are free of tall grass and weeds, standing water, animal
- 3324 waste, and debris.
- 3325 (b) **Schedule.** The program implements a cleaning schedule and cleans as often as
- 3326 necessary to ensure the facility and equipment are kept free of dust, dirt, soils, food
- 3327 particles, and other debris accumulations.
- 3328 (c) **Procedures.** To be safe and effective these procedures are followed.
- 3329 (1) Cleaning, sanitizing, and disinfecting are conducted in a manner that prevents
- 3330 the contamination of food and food-contact items and surfaces.
- 3331 (2) To clean up vomit, blood, and body fluids that may contain blood, disposable,
- 3332 non-porous gloves are used. Immediately after their use, the gloves are discarded in
- 3333 an inaccessible, closed container and hands are washed.
- 3334 (d) **Cleaners, sanitizers, and disinfectants.** Use an appropriate cleaner, sanitizer, or
- 3335 disinfectant for the task. For sanitizing or disinfecting, only use a sanitizer or disinfectant
- 3336 with an Environmental Protection Agency registration number or bleach per Appendix
- 3337 ## – Cleaners, Sanitizers, and Disinfectants.
- 3338 (e) **Diaper changing areas.** Clean and disinfect per Appendix ## – Diaper Changing
- 3339 Procedures.
- 3340 (f) **Food service areas.** Clean and sanitize per Section 300(k).
- 3341 (g) **Equipment.** At a minimum, clean and sanitize per these requirements.
- 3342 (1) Indoor play equipment is:
- 3343 (A) cleaned and sanitized, including laundered when applicable, before being
- 3344 reused after:
- 3345 (i) contact with body fluids, including placement in a child's mouth;
- 3346 (ii) use by an ill child; and
- 3347 (iii) other contamination; and
- 3348 (B) stored in a sanitary manner.
- 3349 (2) Rest equipment, other than bedding, is:
- 3350 (A) cleaned and sanitized:
- 3351 (i) at least weekly; (new PD/OST/DC)
- 3352 (ii) after contact with body fluids; (new PD/OST/DC)
- 3353 (iii) before use by another child; and (new OST/DC)
- 3354 (iv) after use by an ill child; and
- 3355 (B) stored in a sanitary manner.
- 3356 (3) Bedding is:
- 3357 (A) changed:
- 3358 (i) at least weekly, except crib and play yard sheets are changed daily;
- 3359 (ii) when soiled;
- 3360 (iii) before use by another child; and

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

- 3361 (iv) after use by an ill child; and
 3362 (B) stored in a sanitary manner. Between laundering a child's bedding does not
 3363 touch another child's bedding.
 3364 (h) **Laundry.** Laundry may be completed on-site or off-site. Dirty laundry, such as
 3365 bedding, wash cloths, bath towels, and aprons are kept in containers until removed for
 3366 laundering.
 3367 (i) **Trash and rubbish.** Trash is promptly discarded into trash containers.
 3368 (1) Trash containers:
 3369 (A) containing soiled diapers, soiled disposable training pants, or food waste,
 3370 are leak-proof, non-absorbent, and covered with tight-fitting lids when not in
 3371 continuous use;
 3372 (B) are clean, with food service area trash containers being thoroughly cleaned
 3373 each time they are emptied; and
 3374 (C) are of adequate quantity and size to store all the facility's trash, including
 3375 exterior containers for storage prior to disposal from the premises.
 3376 (2) Disposal of:
 3377 (A) trash from the premises is frequent; and
 3378 (B) hazardous materials is done properly.
 3379 (3) Garbage disposals for sinks, when used, are of suitable construction and are
 3380 installed in compliance with the building codes of the local or state governmental
 3381 authority having jurisdiction.
 3382 (j) **Pest control.** The facility is free of pests, such as rodents and insects. Safe, effective
 3383 measures are taken to minimize the presence and protect against the entry of pests.

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

Transportation

3384

3385 Section 306. Transportation

3386 (a) General.

3387 (1) Anytime a child in care is driven in a vehicle, whether provided, arranged, or
 3388 contracted by the program, requirements in this Section are met. However when the
 3389 program contracts for transportation, including the use of public transportation, the
 3390 program is responsible for ensuring the contracted entity meets all the transportation
 3391 requirements, unless the requirements specifically state otherwise.

3392 (2) The children are not transported in vehicles or parts of vehicles that were not
 3393 designed for transporting people, such as truck beds, campers, and trailers.

3394 (3) Drivers and vehicles used to transport the children are in compliance with all
 3395 applicable state laws, including vehicle insurance per Section 281.2(c).

3396 (4) The children do not ride more than 60 minutes one way. However longer field
 3397 trips may occur infrequently provided rest and stretch stops are made as needed to
 3398 meet the needs of the children. (new PD/OST/DC)

3399 (b) Driver, child passenger safety, CPR, and first aid.

3400 (1) The driver requirements are met per Section 284.3(d).

3401 (2) The child passenger safety training requirements are met by the:

3402 (A) program per Section 284(c); and

3403 (B) drivers and personnel assisting with child passenger safety restraints per
 3404 Section 284.3(d).

3405 (3) The cardio-pulmonary (CPR) and first aid certification requirements are met per
 3406 Section 284(c).

3407 (c) Parent permission and documentation in vehicle.

3408 (1) Transportation and field trip permission is maintained per Section 281.4(b).

3409 (2) Documentation is maintained in the vehicle per Section 281.2(d).

3410 (d) Ratios and supervision.

3411 (1) The driver may count in the ratios, unless restricted per Section 286(a).

3412 (2) Supervision is maintained per Section 287(i).

3413 (e) Communication.

3414 (1) The phone requirements are met per 279(b).

3415 (2) Communication device use is restricted in the vehicle per Section 287(i).

3416 (f) Safety and tobacco-free.

3417 (1) Vehicles have a first aid kit per Section 279(d).

3418 (2) Vehicles are free of hazards per Section 304.

3419 (3) Safe conduct to and from the vehicles and safe off-street loading spaces are
 3420 provided to protect children from:

3421 (A) backing vehicles;

3422 (B) being between vehicles; and

3423 (C) traffic hazards.

3424 (4) The vehicle door locks are activated when the vehicle is moving.

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

- 3425 (5) Tobacco use is prohibited per Section 295(g).
 3426 (g) **Passenger restraints, seating, and airbags.**
 3427 (1) Vehicle maximum seating space and capacity is not exceeded according to the
 3428 manufacturer's designations.
 3429 (2) The children sit in the back seats. However when all the back seat positions are
 3430 taken by other children in care, the children may sit in the front seat, provided these
 3431 requirements are met.
 3432 (A) When there is a front seat passenger airbag and the children are 12 years of
 3433 age or younger, the airbag is deactivated by a weight sensitive seat, when
 3434 equipped, or a manual switch.
 3435 (B) However when the airbag cannot be deactivated, the front seat is pushed
 3436 back as far as possible and only a child whose age and weight requires a forward
 3437 facing car seat with a harness, according to the manufacturer's instructions, may
 3438 sit in the front seat.
 3439 (3) Child passengers remain properly secured in a child passenger restraint
 3440 system, such as a car or booster seat, or an individual seat belt, in compliance with
 3441 applicable state laws, unless the vehicle is exempt per (5) of this subsection.
 3442 Children do not share a seat belt.
 3443 (A) Car and booster seats are:
 3444 (i) federally approved;
 3445 (ii) installed according to the manufacturer's instructions;
 3446 (iii) appropriate to the height, weight, and physical condition of the child,
 3447 according to the manufacturer's instructions; and
 3448 (iv) properly maintained, such as not expired or involved in a vehicle
 3449 accident.
 3450 (B) Seat belts:
 3451 (i) are properly anchored to the vehicle; and
 3452 (ii) fit the child appropriately according to the Child Passenger Safety
 3453 training per Section 284(c).
 3454 (4) Adult passengers, including the driver, remain properly secured in an individual
 3455 seat belt unless:
 3456 (A) unable due to medical reasons as documented per Section 281.3(b); or
 3457 (new OST/DC)
 3458 (B) the vehicle is exempt per (5) of this subsection.
 3459 (5) The vehicle exemption to passenger restraints is a bus, unless designed for or
 3460 equipped with seat belts or the Lower Anchors and Tethers for Children (LATCH)
 3461 system. When exempt, the passengers remain seated while in the vehicle.
 3462 (h) **Vehicles and vehicle maintenance.**
 3463 (1) The vehicle requirements apply to:
 3464 (A) the program's vehicles at all times; and
 3465 (B) personal vehicles when transporting the children.
 3466 (2) Vehicle maintenance is:
 3467 (A) conducted at least quarterly on:

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

- 3468 (i) the program's vehicles; and
- 3469 (ii) personal vehicles used on a regular basis; and
- 3470 (B) documented per Section 281.2(c).
- 3471 (3) The vehicles:
- 3472 (A) are marked with the program or business entity name and phone number
- 3473 that is easily read by the public, unless using contracted transportation; (new
- 3474 PD)
- 3475 (B) are in a safe operating condition;
- 3476 (C) have an operable heater used during cold weather to maintain an interior
- 3477 temperature of at least 65 degrees Fahrenheit;
- 3478 (D) have a ventilation system used during hot weather, such as air conditioning
- 3479 or operable windows; and
- 3480 (E) have stationary padded seats, with a back properly anchored to the vehicle.

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
(DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

Addendums

- 3481
- 3482 **Section 307. Addendum requirements for child care centers**
- 3483 (a) **Child care centers.** Child care centers are programs that operate 30 or more
 3484 hours per week.
- 3485 (b) **Common requirements.** Programs meet the common requirements in Sections
 3486 275 through 306, unless the addendum requirements in this Section state otherwise.
- 3487 (c) **Teacher qualifications.** Teachers hired on or before July 1, 1995 are exempt from
 3488 the educational requirements per Section 284.2(c).
- 3489 (d) **Program or parent provided food.** Programs provide meals and snacks per
 3490 Section 299(c) for children two through five years of age, who are not attending or have
 3491 not completed kindergarten.
- 3492 (e) **Toileting and handwashing facilities.** Programs licensed on or before July 2,
 3493 1970 are exempt from the toilet and sink quantity requirements per Section 301(m) and
 3494 (n), unless the licensed capacity increases or the program changes locations.
- 3495 (f) **Food service area handwashing sink.** Programs licensed before June 1, 1987 in
 3496 a facility that was originally designed as a family residence, may meet the separate
 3497 handwashing sink requirement for the food service area per Section 301(n) with a sink
 3498 in a restroom on the same floor as the food service area, unless the program changes
 3499 locations.
- 3500 (g) **Square footage for indoor play area.** Programs licensed or expanded on or
 3501 before July 2, 1970 are exempt from the square footage requirements per Section
 3502 302(b). However at least 30 square feet of floor space per child is required.
- 3503
- 3504
- 3505

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

3506 **Section 308. Addendum requirements for day camps**

- 3507 (a) **Day camps.** Day camps are programs that operate during school breaks for no
 3508 more than 12 hours per day, serve children five years of age and older who are
 3509 attending or have completed kindergarten or above in public or private schools, and use
 3510 the outdoors as a major program component for six or more hours per day.
- 3511 (b) **Common requirements.** Programs meet the common requirements in Sections
 3512 275 through 306, unless the addendum requirements in this Section state otherwise.
- 3513 (c) **Posted records and documentation.** Posted in classroom items per Section
 3514 281.1(i)(1), (2), (3), (7) and (8) may be posted in a prominent location and (4) through
 3515 (6) may be maintained in a portable method with teaching personnel.
- 3516 (d) **General professional development.** Personnel obtain orientation per Section
 3517 284(c) prior to working with children. Personnel are exempt from the Entry Level Child
 3518 Care Training or equivalent requirements per 284(c).
- 3519 (e) **Director qualifications.** Directors are exempt from the Oklahoma Director's
 3520 Credential (ODC) requirement per Section 284.1(b). However, directors obtain at least
 3521 an Oklahoma Professional Development Ladder (OPDL) certificate per Section 284(a)
 3522 and:
- 3523 (1) a high school diploma, General Educational Development (GED), or Licensing
 3524 approved equivalent and two years of full-time experience in a related out-of-school
 3525 time, educational, or child care setting;
- 3526 (2) a high school diploma, GED, or Licensing approved equivalent and 12 college
 3527 credit hours in child development, elementary, or secondary education, or a closely
 3528 related subject and one year of satisfactory experience in a related out-of-school
 3529 time, educational, or child care setting; or
- 3530 (3) an associate or bachelor degree with at least 12 college credit hours in child
 3531 development, elementary or secondary education, or a closely related subject.
- 3532 (f) **Director responsibilities.** Directors are free from direct care responsibilities one
 3533 hour per day rather than three hours per day per Section 284.1(b).
- 3534 (g) **Director professional development.** Directors meet the continuing professional
 3535 development requirements per Section 284(c) to maintain at least a current OPDL.
- 3536 (h) **Master teacher qualifications.** Master teachers are exempt from the position
 3537 specific qualifications per Section 284.2(b). However, master teachers are at least 19
 3538 years of age and have:
- 3539 (1) a high school diploma, GED, or Licensing approved equivalent and one year of
 3540 satisfactory full-time experience in a related out-of-school time, educational, or child
 3541 care setting;
- 3542 (2) a high school diploma, GED, or Licensing approved equivalent and 12 college
 3543 credit hours in child development, elementary, or secondary education or a closely
 3544 related subject; or
- 3545 (3) an associate degree with at least six college credit hours in child development,
 3546 early childhood, elementary, or secondary education or a closely related subject.

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

- 3547 (i) **Teacher qualifications.** Teachers hired on or before September 1, 1997 are
 3548 exempt from the position specific educational requirements per Section 284.2(c).
- 3549 (j) **Supervision.** The supervision exception for children six years of age and older
 3550 requirement per Section 287(f) does not apply. Children are within sight and hearing of
 3551 teaching personnel at all times, unless restrooms or locations where medications are
 3552 administered are located in areas away from the children. In this situation, a Licensing
 3553 approved plan is required addressing a description of how personnel will monitor the
 3554 whereabouts of the children when the children are out of the sight and hearing of
 3555 personnel and personnel are going to these areas.
- 3556 (k) **Classroom schedule.** Programs are exempt from the classroom schedule for
 3557 each classroom requirement per Section 290(b). However the program has at least one
 3558 classroom schedule that applies to all children.
- 3559 (l) **Weekly lesson plans.** Programs are exempt from the lesson plan for each
 3560 classroom requirement per Section 290(d). However the lesson plans are at least by
 3561 activity type, such as art and science.
- 3562 (m) **Annual parent conferences.** Programs are exempt from parent conferences per
 3563 Section 294(b).
- 3564 (n) **Electrical outlets.** Programs are exempt from the unused electrical outlet
 3565 requirement per Section 301(f).
- 3566 (o) **Indoor temperature.** The indoor temperature requirement per Section 301(h) is
 3567 only required when children are present indoors.
- 3568 (p) **Screens.** Programs are exempt from door and window screens per Section 301(g).
 3569 However programs take measures to avoid insect infestation when needed.
- 3570 (q) **Toileting facilities.** These toileting facilities requirements are met.
- 3571 (1) Programs are exempt from the one toilet for every 15 children requirement per
 3572 Section 301(m). However programs meet one of these options:
- 3573 (A) one toilet for every 25 children; or
- 3574 (B) one toilet for every 50 children, with a minimum of two toilets and at least
 3575 one restroom for males and one for females.
- 3576 (2) Commercial portable toilets that meet all state environmental inspection
 3577 guidelines may be used in place of flushable toilets.
- 3578 (r) **Handwashing facilities.** Programs are exempt from sink requirements per Section
 3579 301(n), provided adequate running water is available for handwashing. Portable sinks
 3580 per Section 301(n) may meet this requirement. If adequate running water is not
 3581 available, another handwashing method must be approved by the health department.
- 3582 (s) **Food service area handwashing sink.** Programs licensed before September 1,
 3583 1997 in a facility that was originally designed as a family residence, may meet the
 3584 separate handwashing sink requirement for the food service area per Section 301(n)
 3585 with a sink in a restroom on the same floor as the food service area, unless the program
 3586 changes locations.
- 3587 (t) **Indoor square footage.** Programs are exempt from the indoor square footage
 3588 requirement per Section 302(b). However, the program has accessible for children's use:
 3589 (1) at least 10 square feet of floor space per child; or

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

- 3590 (2) a covered permanent structure, provided an alternate indoor site is designated
 3591 for use during inclement weather.
- 3592 (u) **Outdoor play area.** An outdoor play area is not required on-site provided a city
 3593 park or other off-site outdoor play area is used and a written Licensing approved plan is
 3594 followed. The on- or off-site outdoor play area meets the outdoor play area
 3595 requirements per Section 302(c) and the equipment safety, maintenance, and sanitation
 3596 requirements per Section 303(a) and (d), unless the area is shared with the public or
 3597 another entity and a written Licensing approved plan:
- 3598 (1) addresses protection from hazards, when the area is not enclosed with fencing
 3599 and hazards, such as water and traffic, are present;
- 3600 (2) restricts use of equipment that does not meet the safety, use zone, or impact-
 3601 absorbing material requirements.
- 3602 (v) **Equipment.** Programs are exempt from the basic and play equipment type and
 3603 quantity requirements per Sections 303(a). However play equipment is:
- 3604 (1) in a quantity that avoids excessive competition between children and long waits
 3605 for use; and
- 3606 (2) from at least five categories including:
- 3607 (A) gross motor play;
- 3608 (B) fine motor play, such as manipulatives;
- 3609 (C) blocks with accessories;
- 3610 (D) carpentry;
- 3611 (E) science;
- 3612 (F) sand and water play;
- 3613 (G) arts and crafts;
- 3614 (H) music and rhythm;
- 3615 (I) dramatic play; and
- 3616 (J) language play, including books or child-oriented magazines.
- 3617 (w) **Equipment inventory.** Programs are exempt from the equipment inventory
 3618 requirement per Section 303(a).

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

3619 **Section 309. Addendum requirements for drop-in programs**

- 3620 (a) **Drop-in programs.** Drop-in programs operate 30 or more hours per week with
 3621 individual children attending no more than six hours per day and 24 hours per week, with
 3622 an allowance for three extra six hour days per 12 months per child.
- 3623 (b) **Common requirements.** Programs meet the common requirements in Sections
 3624 275 through 306, unless the addendum requirements in this Section state otherwise.
- 3625 (c) **Maximum hour notice.** In addition to posted records and documentation per
 3626 Section 281.1, an OKDHS notice stating the maximum number of hours per day and
 3627 week a child may be in care is posted in a prominent location for parent and public
 3628 viewing. This statement is also included in all drop-in program literature, including
 3629 program policy and advertisements.
- 3630 (d) **Children's attendance records.** In addition to the children's attendance
 3631 requirements per Section 281.2(c), each child's attendance includes the total number of
 3632 hours in care per day and week. Documentation is maintained for at least 24 months.
- 3633 (e) **Teacher qualifications.** Teachers hired on or before July 1, 1995 are exempt from
 3634 the educational requirements per Section 284.2(c).
- 3635 (f) **Weekly lesson plans.** In addition to the lesson plan requirements per Section
 3636 290(d) modifications are made to reflect the flexibility of the programs, while maintaining
 3637 the purpose of varied planned activities in addition to free-play. The lesson plans:
 3638 (1) are designed for the children who are in attendance on a frequent basis, with
 3639 activity considerations given for the children in attendance on an occasional or first
 3640 time basis which may occur more often during a particular time of day or week; and
 3641 (2) are designed for or able to be modified to each age group accepted into care,
 3642 as the ages of the children in care at any given time may vary. Programs are exempt
 3643 from the lesson plan for each classroom requirement per Section 281.1(i), provided
 3644 the needs of the children in care are addressed by the lesson plans.
- 3645 (g) **Parent activities or special events.** Programs are exempt from the parent
 3646 activities or special events requirements per Section 294(d).
- 3647 (h) **Medications.** Medications are returned to parents daily. Therefore the other
 3648 methods for returning medication to the parent do not apply per Section 296(i).
- 3649 (i) **Required meals and snacks.** Programs may serve a snack to children in care
 3650 over a four-hour period rather than a meal per Section 299(a).
- 3651 (j) **Parent provided meals and snacks.** Programs are exempt from the
 3652 supplementing and additional serving requirement per Section 299(c).
- 3653 (k) **Eating environment.** Teaching personnel are exempt from sitting with the children
 3654 during meals and snacks per Section 299(e).
- 3655 (l) **Toileting and handwashing facilities.** Programs licensed before November 1, 2013:
 3656 (1) are exempt from the one toilet and sink for every 15 children requirement per
 3657 Section 301(m) and (n), unless the program changes locations; and
 3658 (2) have at least one toilet and sink for every 25 children.

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

3659 (m) **Outdoor play area.** Programs are exempt from the outdoor play area requirements
3660 per Section 302(c). However when the program has an outdoor play area the
3661 requirements are met.
3662

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
(DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

3663 **Section 310. Addendum requirements for out-of-school time programs**

- 3664 (a) **Out-of-school time programs.** Out-of-school time programs operate when school
 3665 is not in session, such as before- and after-school and school breaks, and serve
 3666 children three years of age and older who are attending or have completed pre-
 3667 kindergarten or above in public or private schools.
- 3668 (b) **Common requirements.** Programs meet the common requirements in Sections
 3669 275 through 306, unless the addendum requirements in this Section state otherwise.
- 3670 (c) **Posted records and documentation.** Programs are exempt from or may vary
 3671 posted requirements according to these requirements. Posted:
- 3672 (1) handwashing procedures per Section 281.1(g) are not required when the
 3673 program is in a school and different handwashing procedures are posted by the
 3674 school;
- 3675 (2) in classroom items per Section 281.1(i)(1), (2), (3), (7) and (8) may be posted in
 3676 a prominent location when a large area, such as a gymnasium or cafeteria, is used
 3677 as classrooms; and
- 3678 (3) in classroom items per Section 281.1(i)(4) through (6) may be maintained in a
 3679 portable method with teaching personnel.
- 3680 (d) **Immunization records.** Programs operated by a school may use the school's
 3681 immunization records to meet the requirement per Section 281.4(b).
- 3682 (e) **General professional development.** Personnel are exempt from the Entry Level
 3683 Child Care Training or equivalent requirement per 284(c).
- 3684 (f) **Director qualifications.** Directors are exempt from the Oklahoma Director's
 3685 Credential (ODC) requirement per Section 284.1(b). However, directors obtain at least
 3686 an Oklahoma Professional Development Ladder (OPDL) certificate per Section 284(a)
 3687 and:
- 3688 (1) a high school diploma, General Educational Development (GED), or Licensing
 3689 approved equivalent and two years of full-time experience in a related out-of-school
 3690 time, educational, or child care setting;
- 3691 (2) a high school diploma, GED, or Licensing approved equivalent and 12 college
 3692 credit hours in child development, elementary, or secondary education, or a closely
 3693 related subject and one year of satisfactory experience in a related out-of-school
 3694 time, educational, or child care setting; or
- 3695 (3) an associate or bachelor degree with at least 12 college credit hours in child
 3696 development, elementary or secondary education, or a closely related subject.
- 3697 (g) **Director responsibilities.** Directors are free from direct care responsibilities one
 3698 hour per day rather than three hours per day per Section 284.1(b).
- 3699 (h) **Director professional development.** Directors meet the continuing professional
 3700 development requirements per Section 284(c) to maintain at least a current OPDL.
- 3701 (i) **Master teacher qualifications.** Master teachers are exempt from the position
 3702 specific qualifications per Section 284.2(b). However, master teachers are at least 19
 3703 years of age and have:

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

- 3704 (1) a high school diploma, GED, or Licensing approved equivalent and one year of
 3705 satisfactory full-time experience in a related out-of-school time, educational, or child
 3706 care setting;
 3707 (2) a high school diploma, GED, or Licensing approved equivalent and 12 college
 3708 credit hours in child development, elementary, or secondary education or a closely
 3709 related subject; or
 3710 (3) an associate degree with at least six college credit hours in child development,
 3711 early childhood, elementary, or secondary education or a closely related subject.
 3712 (j) **Teacher qualifications.** Teachers hired on or before September 1, 1997 are
 3713 exempt from the position specific educational requirements
 3714 (k) per Section 284.2(c).
 3715 (l) **Classrooms.** Programs are exempt, for kindergarten and older children, from the:
 3716 (1) one group per classroom requirement per Section 286(b); and
 3717 (2) classroom requirements per Section 286(b), provided the area is divided into
 3718 interest areas, including portable means such as tables and area rugs.
 3719 (m) **Weekly lesson plans.** Programs are exempt from the lesson plan for each
 3720 classroom requirement per Section 290(d), for children who are attending or have
 3721 completed kindergarten or above. However the lesson plans for these children are at
 3722 least by the activity type, such as art and science.
 3723 (n) **Play equipment accessibility.** Play equipment may be stored on open storage or
 3724 in cabinets, closets, or the like, provided the children may easily access the equipment
 3725 when desired.
 3726 (o) **Rest time.** Programs are exempt from the scheduled rest time requirement per
 3727 Section 297(c), for children four years of age and younger who had an afternoon rest
 3728 time in a pre-kindergarten program.
 3729 (p) **Required meals and snacks.** Programs that provide care:
 3730 (1) before 7:00 A.M. serve a breakfast or snack; and
 3731 (2) in the afternoon serve a snack.
 3732 (q) **Eating environment.** Programs are exempt from the teaching personnel sitting
 3733 with the children requirement per Section 299(e), during before and after school meals
 3734 and snacks. However teaching personnel sit with the children during school breaks.
 3735 (r) **Electrical outlets.** Programs are exempt from the unused electrical outlet
 3736 requirement per Section 301(f), for children five years of age.
 3737 (s) **Toileting and handwashing facilities.** Programs are exempt from the one toilet
 3738 and sink quantity requirement per Section 301(m) and (n), for children who are
 3739 attending or have completed kindergarten, provided one of these options is met for
 3740 these children:
 3741 (1) one toilet and sink for every 25 children; or
 3742 (2) one toilet and sink for every 50 children, with a minimum of two toilets and sinks
 3743 and at least one restroom for males and one for females.
 3744 (t) **Food service area handwashing sink.** Programs licensed before September 1,
 3745 1997 in a facility that was originally designed as a family residence, may meet the
 3746 separate handwashing sink requirement for the food service area per Section 301(n)

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

- 3747 with a sink in a restroom on the same floor as the food service area, unless the program
 3748 changes locations.
- 3749 (u) **Indoor square footage.** Programs are exempt from having to divide large areas
 3750 into classrooms in order to count them in the licensed capacity per Section 302(b).
- 3751 (v) **Fencing.** When the program is in a school, Licensing may grant an exception to
 3752 the enclosed outdoor play area requirement per Section 302(c), for children four years
 3753 of age when the safety of children can be ensured. The fencing exception per Section
 3754 302(c) applies at all times, rather than only during a scheduled occasional supervised
 3755 activity.
- 3756 (w) **Equipment.** Programs meet the indoor basic and play equipment type and quantity
 3757 requirements per Appendix ## - Equipment, according to these requirements.
- 3758 (1) For children:
- 3759 (A) three years of age, the three-year-old equipment chart is used;
 3760 (B) four years of age, the four- and five-year-old equipment chart is used; and
 3761 (C) five years of age and older, the six-year-old and older equipment chart is used.
- 3762 (2) Book quantity requirements are exempt, provided programs at least have:
- 3763 (A) five books for one to ten children;
 3764 (B) 10 books for 11 to 20 children;
 3765 (C) 15 books for 21 to 30 children; and
 3766 (D) 20 books for 31 to 40 children.
- 3767 (3) The program may require parents provide rest equipment and bedding, that
 3768 meets requirements, for their own children.
- 3769
 3770
 3771

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

3772 **Section 311. Addendum requirements for part-day programs**

- 3773 (a) **Part-day programs.** Part-day programs operate for more than 15 but less than 30
 3774 hours per week.
- 3775 (b) **Common requirements.** Programs meet the common requirements in Sections
 3776 275 through 306, unless the addendum requirements in this Section state otherwise.
- 3777 (c) **Posted weekly lesson plans.** Programs are exempt from posting lesson plans per
 3778 Section 281.1(i). However, lesson plans are available in the classroom.
- 3779 (d) **General qualifications and professional development.** Personnel:
- 3780 (1) are exempt from:
- 3781 (A) maintaining an Oklahoma Professional Development Ladder certificate per
 3782 Section 284(a);
- 3783 (B) obtaining the Entry Level Child Care Training or equivalent per Section
 3784 284(c);
- 3785 (C) maintaining a minimum number of clock hours per Section 284(c); and
- 3786 (2) obtain job-related professional development and maintain documentation on-
 3787 site, including the topic, training provider or source, and date the professional
 3788 development was obtained.
- 3789 (e) **Director qualifications.** Directors are exempt from the Oklahoma Director's
 3790 Credential per Section 284.1(b). However directors:
- 3791 (1) have at least a high school diploma, General Education Development (GED), or
 3792 Licensing approved equivalent; and
- 3793 (2) hired on or after November 1, 2013 have one year of full-time administrative or
 3794 direct care experience in a child care program or educational setting. However an
 3795 early education or equivalent degree or certification, such as a CDA, may substitute
 3796 for six months of the required experience.
- 3797 (f) **Director responsibilities.** Directors are exempt from the requirement regarding a
 3798 minimum amount of time free from direct care responsibilities per Section 284.1(b).
- 3799 (g) **Master teachers.** Programs are not required to have master teachers per Section
 3800 284.2(b).
- 3801 (h) **Teacher and assistant teacher qualifications.** Teaching personnel hired before
 3802 November 1, 2013 are exempt from the educational requirements per Section 284.2(c)
 3803 and (d).
- 3804 (i) **Rest time.** Programs are exempt from providing rest time for children one year of
 3805 age through four years of age per Section 297(c). However when the program provides
 3806 rest time or a child needs to rest, the rest time requirements apply.
- 3807 (j) **Parent provided meals and snacks.** Programs are exempt from the
 3808 supplementing and additional serving requirements per Section 299(b) and (c).
- 3809 (k) **Food service area handwashing sink.** When the program is licensed in a facility
 3810 that was originally designed as a family residence, the separate handwashing sink for
 3811 the food service area per Section 301(n) may be located in a restroom on the same
 3812 floor as the food service area.

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

- 3813 (l) **Square footage for infants.** Programs licensed before November 1, 2013 are
 3814 exempt from the increased square footage for infants requirement per Section 302(b).
 3815 (m) **Fencing.** Programs are exempt from the fencing requirements per Section 302(c),
 3816 when:
 3817 (1) care is only provided for children five years of age and older who are attending
 3818 or have completed kindergarten; and
 3819 (2) the area is properly protected from traffic and other hazards.
 3820 (n) **Open outdoor play area.** Programs are exempt from the open area requirement in
 3821 the outdoor play area per Section 302(c).
 3822 (o) **Impact-absorbing materials.** Impact-absorbing materials obtained before
 3823 November 1, 2013 are exempt from the requirements per Section 302(c).
 3824 (p) **Rest equipment and bedding.** Programs are exempt from the two-inch mat
 3825 requirements per Section 303(b). However the mats are at least one inch thick. Program
 3826 policy may require the parents provide the rest equipment and bedding that meets the
 3827 requirements, for their own children one year of age and older.
 3828 (q) **Play equipment.** Programs are exempt from the play equipment type and quantity
 3829 requirements per Sections 303(a), although this play equipment is recommended.
 3830 However, programs have a variety of accessible, age-appropriate equipment in
 3831 quantities proportionate to the licensed capacity and number of children in each group
 3832 per Section 290(f) and (g). Basic equipment is required per Appendix ## – Equipment.
 3833

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

3834 **Section 312. Addendum requirements for programs for sick children**

3835 (a) **Programs for sick children.** Programs for sick children serve children with
3836 illnesses or symptoms that:

3837 (1) prevent them from comfortable participation in activities in a program caring for
3838 well children; and

3839 (2) require more care than personnel in a program caring for well children can
3840 provide without compromising the health and safety of other children in care.

3841 (b) **Common requirements.** Programs meet the common requirements in Sections
3842 275 through 306, unless the addendum requirements in this Section state otherwise.

3843 (c) **Definitions.** The definitions for words and terms used in this Section are contained
3844 in this subsection.

3845 (1) A health professional is a registered nurse, pediatric nurse practitioner,
3846 physician's assistant or physician with at least one year of pediatric or public health
3847 experience.

3848 (2) A Level I program:

3849 (A) is a component of a regular child care center that is licensed to care for no
3850 more than eight sick children and serves only children who are mildly ill; and

3851 (B) does not serve children with illnesses or symptoms that meet the criteria for
3852 exclusion in a Level I program as defined in Appendix ##, Exclusion Criteria for Ill
3853 Children.

3854 (3) A Level II program:

3855 (A) is licensed to care for nine or more sick children;

3856 (B) is licensed to provide child care only for sick children; or

3857 (C) is a component of a regular child care center and serves both mildly and
3858 moderately ill children.

3859 (4) Mildly ill means children with mild symptoms of an episodic minor childhood
3860 illness who do not present a risk of serious infection to other children. Mildly ill
3861 children show interest and involvement in program activities and are able to
3862 participate.

3863 (5) Moderately ill means children with symptoms of an episodic illness which
3864 prevents them from being cared for in a program serving only well or mildly ill
3865 children due to the risk for contagion and the need for increased care. Moderately ill
3866 children display more severe symptoms than mildly ill children.

3867 (d) **Inclusion and exclusion criteria.** A program for sick children may serve any child
3868 who exhibits symptoms or illnesses for which they are excluded from a program caring
3869 for well children unless prohibited by the exclusion criteria specified in Appendix ## -
3870 Exclusion Criteria for Ill Children.

3871 (e) **Admission criteria.** The guidelines for admission in a center for sick children are
3872 described in (1) - (2) of this subsection. A provider is not obligated to admit a child if the
3873 provider does not have adequate information about the child's condition or diagnosis to
3874 determine whether he or she can be safely included in the program.

3875 (1) For Level I programs a written physical assessment of the child is conducted by
3876 the director or designated caregiver to determine the appropriateness of the child's
3877 attendance that day or the need for a medical evaluation prior to admission. The
3878 assessment includes:

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
(DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

- 3879 (A) any pertinent information from the parent or authorized adult relevant to the
 3880 child's condition and symptoms; and
- 3881 (B) an evaluation of the child's general appearance including physical
 3882 appearance, demeanor, mood and activity level.
- 3883 (2) For Level II programs a written medical evaluation that includes a diagnosis
 3884 from a licensed physician indicating a child is eligible for admission is required
 3885 before a child can be admitted to a Level II program.
- 3886 (f) **Policy and procedure.** The program has written policies and procedures that are
 3887 approved in writing by a licensed physician or by a pediatric nurse practitioner.
- 3888 (1) In addition to the program policy requirements in Section 278(d), the program
 3889 policy must also include:
- 3890 (A) the criteria for admission in the program;
 3891 (B) intake and admission procedures;
 3892 (C) plans for the daily care of children including methods used to monitor the
 3893 condition of children;
 3894 (D) plans for personnel training and communication with parents and health care
 3895 providers; and
 3896 (E) procedures for injury prevention and infection control.
- 3897 (2) A health professional provides ongoing consultation to the program in its overall
 3898 operation and the management of illness for individual children.
- 3899 (g) **Personnel qualifications.** In addition to the general personnel requirements per
 3900 Section 284, personnel caring for sick children are required to have completed:
- 3901 (1) at least one year of satisfactory full-time experience in a child care setting; or
 3902 (2) a minimum of 20 documented clock hours of professional development in child
 3903 development, early childhood education or a closely related subject.
- 3904 (h) **Personnel training.** The professional development requirements for personnel
 3905 caring for sick children are contained in (1) - (4) of this subsection.
- 3906 (1) Personnel caring for sick children have cardio-pulmonary resuscitation (CPR)
 3907 and first aid certification per Section 284(c).
- 3908 (2) Prior to working with sick children, personnel must complete the Licensing
 3909 approved training for the care of sick children which is conducted by a health
 3910 professional. The training includes:
- 3911 (A) policy and procedures relating to the care of sick children;
 3912 (B) recognizing signs and symptoms of illness;
 3913 (C) administration of medication;
 3914 (D) when and how to call for medical help;
 3915 (E) taking children's temperatures;
 3916 (F) infection control procedures including handwashing, handling contaminated
 3917 items, use of disinfectants and food handling;
 3918 (G) communicating with parents concerning a child's illness; and
 3919 (H) any other care that may be required for admissible illnesses and conditions.
- 3920 (3) Personnel caring for sick children must obtain two hours of professional
 3921 development annually related to the care of sick children and the prevention and
 3922 control of communicable disease.
- 3923 (4) All professional development required for personnel who care for sick children will
 3924 count toward the annual training required for all personnel listed in Section 284(c).

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

- 3925 (i) **Indoors.** In addition programs meet these requirements.
- 3926 (1) Toilets are in a restroom that is adjacent to or opens directly into each room
- 3927 used to care for sick children.
- 3928 (2) Sinks for handwashing are located in each room used for the care of sick
- 3929 children, or in a restroom that opens directly into the room.
- 3930 (3) The use of potty chairs is prohibited.
- 3931 (4) Rest equipment is available and accessible for use by children throughout the
- 3932 day and is placed three feet apart when in use.
- 3933 (5) Mats may not be used as rest equipment.
- 3934 (6) The use of carpet is prohibited; however, rugs may be used if when they are washed
- 3935 daily.
- 3936 (7) In Level I programs:
- 3937 (A) rooms used for the care of sick children are separated from other
- 3938 components of the program by floor to ceiling walls; and
- 3939 (B) rooms, fixtures, furniture, equipment and supplies used by sick children are
- 3940 not used by personnel or children from any other component of the program
- 3941 when sick children are in care.
- 3942 (j) **Outdoor play areas.** Programs are exempt from the outdoor play area
- 3943 requirements per Section 302(c). However, when outdoor play areas are provided:
- 3944 (1) all outdoor play area requirements are met; and
- 3945 (2) when the same area is shared by well and sick children, it is used at separate
- 3946 times.
- 3947 (k) **Health.** In addition to the health requirements per Section 295, programs:
- 3948 (1) require personnel to monitor and record the condition of each child throughout the
- 3949 day. The monitoring includes:
- 3950 (A) temperature;
- 3951 (B) amount of fluid and food intake;
- 3952 (C) output including urine, vomit and stools, as appropriate;
- 3953 (D) medication administered; and
- 3954 (E) sleeping patterns and general behavior.
- 3955 (2) notify the parents immediately of any significant change in a child's condition;
- 3956 and
- 3957 (3) take additional precautions to prevent the spread of disease, including:
- 3958 (A) cleaning and disinfecting floors, basic and play equipment and furniture daily
- 3959 or more often if necessary, or before being used by another group of children;
- 3960 (B) providing liquid soap from mounted dispensers for handwashing;
- 3961 (C) using paper towels from a dispenser with waste containers provided for
- 3962 disposal;
- 3963 (D) providing play equipment that is non-porous and easily washable; and
- 3964 (E) prohibiting personnel and the children who begin their day in the area
- 3965 servicing sick children to transfer to any other part of the facility during that day.
- 3966 (l) **Food and nutrition.** In addition to the nutrition and food service requirements per
- 3967 Sections 299 and 300, programs:
- 3968 (1) modify menus to meet the individual physical condition of each child in care;
- 3969 (2) prohibit personnel involved with food preparation or service from changing
- 3970 diapers or assisting children with toileting;

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

- 3971 (3) use only single-use and disposable eating and drinking utensils. Infant bottles
 3972 and spill-proof cups may be used when they are sent home daily;
 3973 (4) prohibit the use of drinking fountains; and
 3974 (5) require personnel to frequently offer drinking water and other fluids to each
 3975 child.
 3976 (m) **Additional requirements for Level II programs.** In addition to the requirements
 3977 in this Section, Level II programs meet these requirements.
 3978 (1) A physical assessment of each child is conducted by a health professional as
 3979 the child is admitted to the program.
 3980 (2) A health professional or licensed practical nurse (LPN) with immediate, direct
 3981 access to a health professional remains on-site at all times when sick children are in
 3982 care.
 3983 (3) The LPN may not make the determination whether to admit a child into the
 3984 program. The LPN may provide care and collect clinical information, and must report
 3985 to the health professional.
 3986 (4) Children are cared for in separate rooms unless grouped with other children
 3987 diagnosed with the same illness.
 3988 (5) Separate outside ventilation is required when care is provided for children
 3989 diagnosed with:
 3990 (A) measles;
 3991 (B) diphtheria, until 5 days of the appropriate antibiotic therapy, which is to be
 3992 given a total of 14 days;
 3993 (C) rubella;
 3994 (D) tuberculosis; or
 3995 (E) chicken pox.
 3996 (6) In a Level II program that is a component of a program caring for well children:
 3997 (A) rooms are separated from other components of the facility by floor to ceiling
 3998 walls;
 3999 (B) rooms, furniture, equipment, and supplies used by sick children are not used
 4000 by children or personnel from other components of the facility; and
 4001 (7) A separate entrance is required for sick children.
 4002
 4003
 4004

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
 New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps
 (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)

4005	Appendices and Supplements
4006	Oklahoma Director's Credential
4007	Oklahoma Professional Development Ladder
4008	Ratios and Group Sizes
4009	Hand Hygiene
4010	Immunizations
4011	Exclusion Criteria for Children Who Are Ill
4012	Diaper Changing Procedures
4013	Meal and Snack Pattern
4014	Equipment
4015	Cleaners, Sanitizers, and Disinfectants
4016	

Proposed Requirement Revisions – 9-21-12

Increased Standards or Significant Revisions Pending Law and OKDHS Policy Changes
New Requirement for Specific Program Types: Child Care Centers (CCC); Day Camps (DC); Drop-In (DI); Out-of-School Time (OST); Part-Day (PD), Sick (Sick)