

FREQUENTLY ASKED QUESTIONS

Child Care Agencies

1240-04-010.02 Definitions

Question: If a child has a food allergy, such as milk, and a physician's note is on file stating that the child can have water, is the agency required to provide a milk substitute?

Response: If the child care agency provides food, it shall be in accordance with the USDA's Child and Adult Care Food Program (CACFP) nutritional guidelines. Breakfast is defined as a meal consisting of: fluid milk (or approved substitute); fruit or vegetable or 100% fruit juice or vegetable juice; and bread or bread alternate. A meal includes the following four components: meat or meat substitute; two vegetables or one vegetable and one fruit; bread or bread product; and fluid milk or as otherwise defined by USDA standards. A note from a parent, guardian or physician giving direction for an individual child should guide what is provided to that child. Find USDA standards at: <https://www.fns.usda.gov/cacfp/meals-and-snacks>. **1240-04-010.02(6)(a)**

1240-04-01-.03 Requirements for Licensure as a Child Care Agency

Question: Can agencies of different regulatory oversight, such as Head Start, Department of Education Pre-K programs and YMCA programs located in schools, share playground and cafeteria space?

Response: Agencies of different regulatory oversight located in the same building may share space in the cafeteria as long as each group of children has distinct space so they are not intermingled with children of a different age group and each group is provided an adequate level of supervision. In order to prevent injury and to ensure adequate levels of supervision, children of different age groups cannot share playground space at the same time. In instances of cross programming where a child of an older age, at the same time, interacts with younger children in structured activities such as reading mentor, or activities guide, the child care provider must ensure adequate supervision is provided to all children by adult staff. **1240-04-01.03(3)(c)**

1240-04-01-.05 Ownership, Organization and Administration

Question: What type of records would agencies need to maintain for auditing purposes?

Response: Per licensing rules, those documents may include: complete and accurate record of payments received; children's attendance; a record of food served for each program in which the child care agency participates; and any other records required by the Department or any other child care agency for reimbursement for the child's care and/or feeding. **1240-04-01-.5(3)(a)1.2.3.4**

Question: Are these records only monitored when there is an issue?

Response: Agencies receiving funding from the Department or its contractors are subject to auditing at any time whether random or complaint based and according to expectations of the specific program the agency participates in such as Child Care Certificate Program, Child and Adult Care Food Program, etc.

Question: How often will the Department verify that insurance is current?

FREQUENTLY ASKED QUESTIONS

Child Care Agencies

- Response:** The current policy requires quarterly verifications.
- Question:** What happens if an agency refuses to provide a certificate of insurance to the department; is that a violation?
- Response:** If an agency refuses to provide verification or there is no insurance, an agency will be cited a violation. This high-risk violation may result in other escalated enforcement actions, such as civil penalties, denial, revocation, etc.
- Question:** Are Program Evaluators required to call the insurance companies to verify insurance?
- Response:** A current declaration page must be provided by the child care agency and the Program Evaluator must review the declaration page as verification of insurance.
- Question:** How often does the child's health history need to be updated?
- Response:** The health history is required upon admission and can be updated as health / medical conditions change. **1240-04-01-.05(5)(d)**
- Question:** Based on children's files, how will Program Evaluators know that children and their families are experiencing homelessness? **1240-04-01-.05(5)(d)**
- Response:** This is only applicable if Program Evaluator's don't find an immunization record on file and the exception to families experiencing homelessness would apply. Please refer to **1240-04-01-.05(5)(d)**
- Question:** What is the age limit on the person to whom the parent authorizes the agency to release the child?
- Response:** Child care licensing rules do not specify an age requirement; however it is best practice to release a child to someone who is responsible and with whom the child is familiar. Each child care agency is responsible for establishing and communicating to each family their policies and procedures regarding release of children from the care of the child care agency. **1240-04-01-.05(9)(b)2**
- Question:** Is the parent consent required for CCR&R observations and licensing complaint interviews with children?
- Response:** General permission must be included in the agency policy and obtained upon enrollment of the child. **1240-04-01-.05(9)(b)3**
- Question:** A developmental checklist approved by the department; is this TN-ELDS?
- Response:** This is referencing a developmental milestones checklist. The department approved checklist is the CDC developmental milestones at:
<https://www.tn.gov/humanservices/for-families/child-care-services/child-care->

FREQUENTLY ASKED QUESTIONS

Child Care Agencies

[commonly-requested-licensing-forms.html](https://www.cdc.gov/ncbddd/actearly/milestones/index.html) or
<https://www.cdc.gov/ncbddd/actearly/milestones/index.html> **1240-04-01-.05(9)(g)**

Question: What is the time frame agencies have to keep critical licensing violations posted?

Response: Licensing rules do not require a specific timeframe; however the Department will align with policy for the Notice of Probation and require critical licensing violations to be posted for sixty (60) days. **1240-04-01-.05(10)(a)**

Question: Can an agency notify parents of critical violations via an electronic messaging system?

Response: The agency can use an electronic messaging system in conjunction with the licensing requirement as long as the agency can provide documentation that each parent observed and read the document.

1240-04-01-.06 Staff

Question: Can parents give authorization for a child to be alone with a service provider and /or signed out and back in by a service provider?

Response: Yes. **1240-04-01-.06(2)(c)1**

Question: Are substitutes and auxiliary staff considered new employees for orientation requirements?

Response: Yes. Orientation ensures that all staff members receive specific and basic training to become familiar with their job duties and other basic training requirements. **1240-04-01-.06(3)(g)**

Question: If I receive the training, Before You Begin, will that satisfy the requirement of the two (2) hour pre-service training as outlined in

Response: Yes. Before You Begin also includes **1240-04-01-.06(3)(h)**

1240-04-01-.07 Criminal Background Check and

Question: What was meant by the statement 'no more conditional letter and no more waivers for anyone?'

Response: This statement does not appear in the child care licensing rules or other guidance for child care providers. Conditional approvals may be issued with a supervision requirement.

1240-04-01-.08 Record Keeping

Question: We currently allow Head Start programs to maintain staff files at Head Start Central Office; is this still allowable?

FREQUENTLY ASKED QUESTIONS

Child Care Agencies

Response: Yes, when approved, in advance, in writing by the Department. **1240-04-01-.08(1)(a)(1)**

Question: Are educators required to have a physical exam every three (3) years?

Response: No, current licensing rules only require documentation of a physical exam to be on file within ten (10) calendar days of employment or work start date. **1240-04-01-.08(3)(c)4**

Question: Are the transition plans required to be documented in writing?

Response: Yes. **1240-04-01-.08(2)(f)3**

1240-04-01-.09 Incident Reporting

Question: Is the child care agency required to maintain documentation in the reporting of incidents?

Response: Yes, according to licensing rules, incidents; accidents; injuries and signs of serious illness to children shall be documented immediately. **1240-04-01-.09(1)(d)**

Question: What events or scenarios require a call to the Child Care Complaint hotline?

Response: According to Chapter 1240-04-01-.09 Incident Reporting(1)(f)1 – 5: Any injury that requires medical treatment beyond on-site first aid; reports made to the Department of Children’s Services, law enforcement, or anytime it is necessary to call 911; any incident that may result in staff exclusion from child care per 1240-04-01-.07; transportation accidents and traffic citations (such as a driver cited for speeding) that occur when children are on the vehicle; and any child or adult fatality at the child care agency requires a call to the Child Care Complaint hotline. **1240-04-01-.08(1)(f)**

1240-04-01-.10 Duty to Report Child Abuse and Neglect(1)(e)

Question: The new rules require training on child abuse reporting procedures annually and the old rules required training every six months; since new rules aren’t fully enforced until January 1, 2019, are providers still required to meet the 6 month training requirement until then?

Response: Annual training is less stringent than training every 6 months; so agency staff can easily comply with the expectations of the new child care licensing rules. **1240-04-01-.10(1)(e)**

Question: Where can I find child abuse training?

Response: https://lms.csw.utk.edu/Training/Child_Abuse_Reporting/player.html
<http://www.pcat.org/training-education>
<http://www.sacenter.org/resources/training.aspx>

1240-04-01-.11 Supervision

Question: What are best practices for supervising children when there is only one educator and a bathroom break is needed?

FREQUENTLY ASKED QUESTIONS

Child Care Agencies

Response: Based upon staffing structure and room arrangement of each child care provider, best practices for supervision of children during bathroom breaks can vary. Some potential strategies can be found at: <https://eclkc.ohs.acf.hhs.gov/safety-practices/article/keep-children-safe-using-active-supervision> **1240-04-01-.11(1)(a)**

Question: Are parents required to both sign and print their names on the sign in sheet?

Response: A space should be available to print the name; however there must be a signature. **1240-04-01-.11(1)(e)**

Question: Can Ipad codes, biometric finger scanning be used to sign children in and out rather than parent signature?

Response: Each parent/guardian/authorized representative signing a child in and out via an electronic method should have an assigned unique code which easily identifies that person or the child care agency must have the capability of printing the sign in and out log upon request. When printed, the electronic sign in and out log should list the child's name, name of the person signing the child in and out and time of sign in and out. **1240-04-01-.11(1)(e)**

Question: The playground supervision plan requires 'roll call before leaving classroom and upon arrival at playground and prior to leaving playground and upon arrival in classroom,' does this require calling each child by name or counting off the children?

Response: Yes. A roll call involves reading from a list of names such as an attendance to determine who is present and who is absent. Best practice is reading from a list of names such as an attendance log and conducting name to face recognition to ensure educators are aware of whom they are responsible for and how many they are responsible for at any given time. **1240-04-01-.11(3)(b)6**

Question: Can infants wear loose fitting clothing while asleep in the crib?

Response: Child care agencies are encouraged to apply best practices and educate parents about ways to protect their children. Health and safety guidance and best practices can be found at Tennessee Department of Health: <https://www.tn.gov/health/health-program-areas/fhw/vipp/safe-sleep/safe-sleep-links.html> **1240-04-01-.11(6)**

1240-04-01-.12 Health and Safety

Question: Is there a specific checklist that will need to be adhered to for first aid kits?

Response: Based upon National Health and Safety Performance Standards, the check list and expectations for a standard first aid kit can be found at: <https://www.tn.gov/humanservices/for-families/child-care-services/child-care-commonly-requested-licensing-forms.html>. **1240-04-01.12(10)(a)**

FREQUENTLY ASKED QUESTIONS

Child Care Agencies

- Question:** Is there a specific training, such as training organization or video that will be deemed appropriate for CPR and First Aid training within the first ninety (90) days?
- Response:** The American Red Cross provides training at a fee. Please refer to: www.redcross.org
1240-04-01-.12(10)(b)
- Question** What is the difference between ‘certification’ and ‘training’ as it relates to CPR and First Aid?
- Response:** Certification means that the individual has met the requirements to be certified, completed an evaluation and received a certificate stating that they are able to perform duties or actions for CPR and First Aid. Training means an individual has completed a basic overview of CPR and First Aid and does not necessarily meet requirements of certification. **1240-04-01-.12(10)(b)(11)(a)**
- Question:** Although homemade diaper cream and wipes will not have an expiration date, are families allowed to send these items to child care agencies?
- Response:** Yes. **1240-04-01-.12(13)**
- Question:** If my neighbor smokes on his own property but is within fifty (50) feet of my daycare, will my agency receive a licensing violation?
- Response:** No. For the health and safety of children, the licensed child care provider may choose to have a conversation with the neighbor.
- Question:** Can licensed child care home providers smoke during non-operating hours in their home and vehicles?
- Response:** No. **1240-04-01-.12(14)(a)**
- Question:** Does no smoking within fifty (50) feet of the child care agency entrance refer to the main entrance, all entrances that children use or all entrances of the building?
- Response:** For children’s health and safety, children should not be exposed to smoking or spaces where smoking occurs. For best practices, smoking is not allowed within fifty (50) feet of entrances that children use. **1240-04-01-.12(14)(a)**
- Question:** Are standing diaper changes in the bathroom acceptable for a two (2) year old child?
- Response:** Yes, a standing diaper change is acceptable for a two (2) year when it is done on a non-porous surface and the surface is cleaned after the standing diaper change. **1240-04-01-.12(15)**
- Question:** Assessment staff stated visual checks of diapers should be conducted every two hours; will Program Evaluators cite violations for being late on changing diapers?

FREQUENTLY ASKED QUESTIONS

Child Care Agencies

Response: No. Child Care Program Evaluators will refer to the expectation of the licensing rules. **1240-04-01-.12(15)**

Question: Is there a form that licensed child care providers can use to screen employees for tuberculosis?

Response: Form is located at: <https://www.cdc.gov/tb/publications/ltbi/appendixa.htm> **1240-04-01-.12(16)**

Question: Is there a specific number of times that vomiting or diarrhea occurs before it's mandatory to send a child home?

Response: No. Child care agencies can develop policies to cover a variety of issues and share with parents.

1240-04-01-.13 Food and Food Service

Question: Can children carry a sippy cup with them throughout the day?

Response: Child care licensing rules address bottles but not specifically sippy cups. Program Evaluators will use technical assistance to help child care providers understand best practices regarding sippy cups. **1240-04-01-.13(1)(k)**

Question: Current child care licensing rules does not state that bottle warmers should be kept out of reach of children or set at the lowest setting; how should Program Evaluators address the use of bottle warmers in classrooms?

Response: According to licensing rules, the use of bottle warmers is not prohibited, but not recommended by the Department. All heated bottles shall be checked for safe temperatures before serving. If a Program Evaluator observes a bottle warmer in the classroom, it would be a great opportunity for technical assistance on best practices for warming bottles. **1240-04-01-.13(1)(m)7**

Question: Are children allowed to wear an amber necklace with a doctor's note?

Response: Children shall not be permitted to wear teething necklaces, pacifiers, or any item around their neck or attached to their clothing that are potentially hazardous and associated with strangulation and choking, even with a doctor's note. Such items may be a parent's choice at home, but such items would put the child care provider in violation of licensing rules and cannot be allowed at the facility. Child care agencies are encouraged to apply best practices and educate parents about ways to protect their children. Health and safety guidance and best practices can be found at American Academy of Pediatrics:
<https://www.healthychildren.org/English/ages-stages/baby/teething-tooth-care/Pages/Amber-Teething-Necklaces.aspx> **1240-04-01-.13(2)(f)**

Question: Are children allowed to have pacifiers clipped to their clothing?

FREQUENTLY ASKED QUESTIONS

Child Care Agencies

Response: Children shall not be permitted to wear pacifiers around their neck or clipped to their clothing due to the risk of strangulation and choking. Child care agencies should be encouraged to apply best practices and educate parents about ways to protect their children. Health and safety guidance and best practices can be found at the Department of Health at: <https://www.tn.gov/health/health-program-areas/fhw/vipp/safe-sleep/safe-sleep-links.html> **1240-04-01-.13(2)(f)**

Question: If an agency is open for ten (10) hours and serves one snack and lunch is an additional snack required?

Response: According to the rules, a child in care for ten (10) hours or more shall be offered an additional snack or meal. **1240-04-01-.13(4)**

Question: Are specific food allergies of each child required to be posted?

Response: The fact that a child has a food allergy must be posted where the child eats and in classrooms, but specific details do not have to be posted. They should be accessible to staff. **1240-04-01-.13(5)(e)1.2.3.4**

1240-04-01-.14 Equipment for Children

Question: What is the definition of climbing equipment?

Response: According to the Consumer Public Safety Commission (CPSC) Public Playground Safety Handbook, climbing equipment is generally designed to present a greater degree of physical challenge than other equipment on public playgrounds. This type of equipment requires the use of the hands to navigate up or across the equipment. Climbers” refers to a wide variety of equipment, such as but not limited to: arch climbers, dome climbers, flexible climbers (usually chain or net), parallel bars, sliding poles, spiral climbers and / or upper body equipment (horizontal overhead ladders, overhead rings, track ride). School-age children tend to use climbing and upper body equipment more frequently and more proficiently than preschool children. Young preschool children may have difficulty using some climbers because they have not yet developed some of the physical skills necessary for certain climbing activities (balance, coordination, and upper body strength). Older preschool children (i.e., 4- and 5-year-olds) are beginning to use flexible climbers, arch climbers, and upper body devices.
<https://www.cpsc.gov/PageFiles/122149/325.pdf> **1240-04-01-.14(3)(c)**

Question: When will enforcement of resilient surfacing begin for new child care home providers?

Response: For child care homes, resilient surfacing was always a requirement; however there were no specific guidelines for depth of the surfacing. This requirement is effective for family and group homes July 30, 2018. **1240-04-01-.14(3)(f)1**

Question: If a child is 13 months or older and using a crib can they have a blanket or covering?

FREQUENTLY ASKED QUESTIONS

Child Care Agencies

Response: Soft bedding in cribs is prohibited. Individual cots or two (2) inch mats shall be provided for children ages twelve (12) months through five (5) years. **1240-04-01-.14(4)(c)12**

Question: Is a cover during nap time based on age or where you sleep?

Response: Soft bedding in cribs is prohibited. A twelve (12) month old sleeping on a mat/cot or in a crib should not have a blanket / soft bedding. Both factors may need to be considered.

1240-04-01-.15 Program, Language, and Literacy Development

Question: Assessment has stated they are not wanting to hear the word “No”, will Program Evaluators be listening and citing violation if educators use the word ‘no’?

Response: Assessment does not have an expectation or requirement regarding the word “no,” according to the scales tool used. Licensing Program Evaluators will not cite violations for the use of the word “no”. If the Program Evaluator hears negative language used consistently throughout a visit, this would be an opportunity to provide technical assistance on positive guidance and discipline to help the child manage his/her behavior.

Question: Is the temperature range a recommendation? If the temperature is not in the range, can the children not go outside? **1240-04-01-.15(3)(a)**

Response: Yes, it is a recommendation; however child care agencies must always keep the health and safety of children as a primary consideration. Find heat and cold weather safety guidelines at: www.weather.gov.

Question: How much outdoor play is required for a child attending a part-time child care agency?

Response: The Department will use the same criteria as Child Care Assessment Program in determining outdoor play for part time programs according to the following chart:

<i>Number of hours in operation</i>	<i>2 hours</i>	<i>3 hours</i>	<i>4 hours</i>	<i>5 hours</i>	<i>6 hours</i>	<i>7 hours</i>
<i>Approximate minutes required for accessibility</i>	15	25	30	40	45	50

Question: Are children under two (2) years of age allowed to view educational programs?

Response: According to child care licensing rules, children under two (2) years of age may participate in educational programming activities. Child care providers should utilize best practices regarding screen time according to American Academy of Pediatrics:

FREQUENTLY ASKED QUESTIONS

Child Care Agencies

<https://healthychildren.org/English/family-life/Media/Pages/Where-We-Stand-TV-Viewing-Time.aspx> **1240-04-01-.15(2)(a)1.5.(iv)**

1240-04-01-.16 Physical Facilities

Question: Can children eat in a dine-in kitchen since stoves are accessible to children?

Response: Stoves, hot radiators, steam and hot water pipes, fans, or other potentially hazardous items shall be inaccessible to children. Program Evaluators will need to use technical assistance to assist the provider in making other arrangements for mealtime dining if the stove is deemed a safety hazard. **1240-04-01-.16(10)(d)6**

1240-04-01-.17 Transportation

Question: Can multiple vehicles be used to transport children?

Response: Child Care Licensing rules do not limit the number of vehicles a licensed child care facility may use when transporting children. All vehicles used to transport children must be in compliance with 1240-04-01-.17 TRANSPORTATION, unless otherwise noted.

Question: For walking field trips, does the adult to child ratio have to be increased?

Response: Per licensing rules, 1240-4-1-.11 Supervision (4)(b) Supervision during Field Trips. The adult: child ratio shall be doubled during field trips. **Exception:** for family and group homes, the adult: child ratio during field trips shall be increased by one (1).

Question: Can parents transport on field trips for agencies that are not licensed to transport on a regular basis but are eligible to provide transportation for up to four (4) field trips per calendar year?

Response: Per licensing rules, 1240-04-01-.17 Transportation (7)(a)(b)1.2.3 Exceptions for field trips. Child care agencies that are not licensed to transport on a regular basis may provide transportation for up to four (4) field trips per calendar year. Drivers for these four (4) field trips shall meet all requirements per licensing rules and comply with driving regulations that apply to all drivers in Tennessee: proof of at least a valid Class D driver license; proof of adequate insurance required by Tennessee law; and vehicles shall have and use age-appropriate restraints for all adults and children being transported. A child's parent/guardian has to give signed permission for each field trip, which would include information on how the child care agency will be transporting the children—such as using parent-driven or private vehicles.

Question: Can I rent a van for a field trip?

Response: All vehicles utilized by a child care agency which are designed to carry ten (10) or more passengers shall conform to all Federal Motor Vehicle Safety Standards (FMVSS) governing either "large" school buses or "small" school buses.

FREQUENTLY ASKED QUESTIONS

Child Care Agencies

Question: The licensing rules require that monitors obtain annual department of Safety training; will there be a grace period since the schedule for this training varies across other states?

Response: This training requirement has the same effective date as all other training.
1240-04-01-.17(10)(f)2.(ii)

1240-04-01-.20 Specific Requirements for Family Child Care Homes

Question: What is the qualification for a family home educator when the primary educator is out?

Response: The family home educator should be familiar with policies and procedures and should otherwise meet the qualifications of the position such as staff records requirements, education, background checks, etc.

1240-04-01-.22 Specific Requirements for Child Care Centers

Question: What is the minimum age requirement of a director?

Response: The director of a single site child care center shall be at least twenty –one (21) years of age. **1240-04-01-.22(3)(c)**

Question: Do the rules apply to any assistant or director hired after July 2018?

Response: The rules for a new assistant director and new director apply to any assistant or director hired on or after July 30, 2018.

General Questions

Question: What is the minimum age requirement of an educator?

Response: Eighteen (18).

Question: What is the minimum age requirement of a lead educator?

Response: The licensing rules do not differentiate between educator and lead educator.

Question: Can educators use TNELDS at parent meetings as a source of information for parents?

Response: Yes.

Question: If an agency is rated as three (3) stars based on lower adult to child ratios, must those lower ratios be maintained throughout the year?

Response: Yes.

FREQUENTLY ASKED QUESTIONS

Child Care Agencies

Question: Does a nineteen (19) year old who is in school for Home and Family Studies qualify to work alone in a classroom?

Response: A nineteen year old with a high school diploma can work alone in a classroom as long as the adult to child ratios are met and the nineteen year old meets qualifications.

Question: "First year" First year at this agency or first year working in childcare?

Response: First year refers to the first year working in child care or the first year in the specified position. For example, an educator promoted to the position of assistant director would need to satisfy requirements for a new assistant director.

Question: Does the RN Associates degree satisfy the requirements for the component area of Director Qualifications on the report card?

Response: Yes.

Question: The director /designee or assistant director usually conducts orientation in some centers. Will this still be allowed?

Response: Orientation to the program philosophy; policies and job description is expected to be delivered by the agency. The remaining trainings will be available in the content of pre-service orientation, Before You Begin. The agency management is responsible for ensuring employees are adequately trained and knowledgeable.

Question: Do substitutes and auxiliary staff count as new employees?

Response: Yes

General Training Questions: Training Requirements will go into effect on July 30, 2019

Question: Are developmental learning standards an annual training or one time?

Response: According to 1240-04-01 Licensure Rules For Child Care Agencies, training on the developmental learning standards must be taken within the first three (3) months of employment and is a one-time training.

Question: What are the training requirements for **primary educators** in family child care homes and group child care homes?

Response: Primary Educators: eighteen (18) clock hours annually of which six (6) training hours must be health and safety topics and three (3) hours of pre-literacy/literacy skills and education implementation. The above mentioned trainings are in addition to other required specific training topics such as developmental learning standards within the first three (3) months, CPR and first aid, child abuse, shaken baby, SIDS, Child and Adult Care Food Program (CACFP), Adverse Childhood Experiences (ACES) every five years; etc.

FREQUENTLY ASKED QUESTIONS

Child Care Agencies

Question: What are the training requirements for **educators** in family child care homes and group child care homes?

Response: Educators – twelve (12) clock hours annually of which six (6) training hours must be health and safety topics and three (3) hours of pre-literacy/literacy skills and education implementation. The above mentioned trainings are in addition to other required specific training topics such as developmental learning standards within the first three (3) months, CPR and first aid, child abuse, shaken baby, SIDS, Child and Adult Care Food Program (CACFP), Adverse Childhood Experiences (ACES) every five years; etc.

Question: What are the training requirements for a **new director** of a child care center?

Response:

- Orientation course, which is New Director Training, within three (3) months of assuming position.
- Complete 3 hours of training on the applicable developmental learning standards with the first three (3) months.
- Pre-employment training.
- TECTA Administrator training **or** earn credit during the year in one (1) academic course
- Complete six (6) hours of health and safety training

***Please refer to 1240-04-01-.22 Specific Requirements For Child Care Centers (3)(b)4.(i)(ii)(I)(II)(iii)**

Question: What are the training requirements for an **existing director** of a child care center?

Response:

- Earn credit during the year in one (1) academic course **or** have evidence of receiving twenty –four (24) clock hours to include: 3 hours of training on pre-literacy/literacy skills and education implementation, 6 hours on health and safety topics and other required specific training topics such as developmental learning standards within the first three (3) months, CPR and first aid, child abuse, shaken baby, SIDS, Child and Adult Care Food Program (CACFP), etc.
- Have evidence of completing training in Adverse Childhood Experiences (ACES) every five years.

***Please refer to 1240-04-01-.22 Specific Requirements For Child Care Centers (3)(b)5.(i)(ii)(I)(II)(III)(IV)(V)(VI)(VII)(iii)**

Question: How many training hours are required for **new assistant directors** in a child care center?

Response:

- First three (3) months = Orientation Course (New Director Training).

Exception: Not required if taken within three (3) years prior to assuming the assistant director position.

- First year = Earn credit for the year in one (1) academic course in **or** have evidence of receiving eighteen (18) clock hours of Department-recognized, competency-based training, six (6) hours of which shall be in administration, management or supervisory training.
- Six (6) hours of health and safety training.
- Three (3) hours of training on the applicable developmental learning standards within the first three months.

FREQUENTLY ASKED QUESTIONS

Child Care Agencies

***Please refer to 1240-04-01-.22 Specific Requirements For Child Care Centers(4)(b)1.(i)2.(i)(I)(II)(ii)**

Question: How many training hours are required for **existing assistant directors** in a child care center?

Response:

- Earn credit during the year in one (1) academic course **or** evidence of (18) clock hours to include: Four (4) hours of training in administration, management or supervisory training, three (3) hours of training on pre-literacy and literacy skills and education implementation, six (6) hours of health and safety training other required specific training topics such as CPR and first aid, child abuse, shaken baby, SIDS, Child and Adult Care Food Program (CACFP), etc.
- Have evidence of completing training in Adverse Childhood Experiences (ACES) every five years.

***Please refer to 1240-04-01-.22 Specific Requirements For Child Care Centers(4)(b)3.(i)(ii)(I)(II)(III)(IV)(V)(VI)(VII)4.5**

Question: How many training hours are required for **new educators** in a child care center?

Response:

- Sixteen (16) clock hours of Department-recognized, competency-based training within the first year of employment, six (6) hours of which shall be completed within the first six (6) months of employment and at least six (6) hours must be health and safety training and three (3) hours of training on the applicable developmental learning standards within the first three months.

Exception: Educators who hold a Bachelor's or Associate's degree in child development or a related field, a CDA credential, or Certified Child Care Professional (CCP) credential, shall instead comply with the training requirements for experienced educators.

Question: How many annual training hours are required for **educators** in a child care center?

Response:

- Twelve (12) clock hours to include three (3) hours of training on the applicable developmental learning standards within the first three months, three (3) hours of training on pre-literacy and literacy skills and education implementation, six (6) hours of health and safety training.

The above mentioned trainings are in addition to other required specific training topics such as developmental learning standards within the first three (3) months, CPR and first aid, child abuse, shaken baby, SIDS, Child and Adult Care Food Program (CACFP), Adverse Childhood Experiences (ACES) every five years; etc.