

Child Care Family Home Blank Licensing Checklist

Regulation #	Regulation Description	Regulation Sub-Description	Regulation	Sub-Regulation
100.101.1	CHILD CARE LICENSING	Related Laws and Requirements	<p>“The Child Care Facility Licensing Act”, Act § 20-78-210-220, as amended, is the legal authority under which the Division of Child Care and Early Childhood Education (DCCECE) prescribes minimum standards for a variety of child care facilities.</p> <p>DCCECE (referred to hereafter as the Division) under the Department of Human Services (DHS) is directly responsible for the inspection and evaluation of all Licensed Homes as defined in Section 102 of the Minimum Licensing Requirements for Child Care Family Homes.</p> <p>The Division has the power to establish rules and standards for licensing and operation of child care facilities. This includes all powers with respect to granting, revocation, denial, and suspension of licenses. Decisions regarding special situations shall be made on an individual basis by the Division. Information regarding an appeal process is available upon request.</p>	
100.101.2	CHILD CARE LICENSING	Related Laws and Requirements		
100.101.3	CHILD CARE LICENSING	Related Laws and Requirements		
100.101.4	CHILD CARE LICENSING	Related Laws and Requirements	<p>The Division works in coordination with local and state Health Departments, Fire Departments, City Planning or Zoning departments, and the Boiler Division of the Department of Labor. Persons considering opening or expanding a family home shall immediately contact these individual departments for inspections and information on their separate rules. It is recommended that a prospective Licensee request clarification regarding the codes or covenants enforced by these departments as some may prevent the operation of a Child Care Family Home at a particular location, may limit the number of children in care, or may impose additional safety requirements.</p> <p>Owners, operators, staff, therapists, and volunteers are mandated reporters of suspected child maltreatment and are required to call the Child Maltreatment Hotline at 1-800-482-5964, if they have reason to suspect child maltreatment. Additionally, these same individuals are required by Act 530 of 2019, to notify law enforcement if they have a good faith belief that there is a serious and imminent threat to the health or safety of a student, employee, or the public, based on a threat made by an individual regarding violence in, or targeted at, a school (or licensed home) that has been communicated to the person in the course of their professional duties.</p> <p>It is recommended that the owner be aware of applicable city or county zoning ordinances or codes or neighborhood covenants which may limit the number of children in care or impose additional safety requirements. The Division will share information on the location and status of Licensed Homes or applications for a license with any city or county that requests this information.</p> <p>The Child Care Licensing Unit will notify the applicable federal agency at any time they become aware of or are advised of violations of any of the following or similar laws. It is recommended that the owner be aware of applicable federal laws which may affect the operation of the facility, such as, but not limited to:</p>	
100.101.5	CHILD CARE LICENSING	Related Laws and Requirements		
100.101.6	CHILD CARE LICENSING	Related Laws and Requirements		
100.101.7a	CHILD CARE LICENSING	Related Laws and Requirements		Americans with Disabilities Act (ADA);
100.101.7b	CHILD CARE LICENSING	Related Laws and Requirements	<p>The Child Care Licensing Unit will notify the applicable federal agency at any time they become aware of or are advised of violations of any of the following or similar laws. It is recommended that the owner be aware of applicable federal laws which may affect the operation of the facility, such as, but not limited to:</p> <p>The Child Care Licensing Unit will notify the applicable federal agency at any time they become aware of or are advised of violations of any of the following or similar laws. It is recommended that the owner be aware of applicable federal laws which may affect the operation of the facility, such as, but not limited to:</p>	Environmental Protection Agency (EPA) regulations to ensure that any renovation or repair work on a home, child care facility, or school that was constructed prior to 1978 shall be completed by a contractor that is certified by the EPA, when the repairs or renovations consist of any or all of the following: the repair or renovation disturbs six (6) or more square feet of the interior, the repair or renovation disturbs twenty (20) or more square feet of the exterior, or the repair or renovation involves removing a window; and
100.101.7c	CHILD CARE LICENSING	Related Laws and Requirements		Federal civil rights laws state that a facility may not discriminate on the basis of race, color, sex, religion, national origin, physical or mental handicap, or veteran status. Prior to approval of an application, the applicant shall provide verification of the required coverage to the Licensing Specialist and provide subsequent verification when requested; and Maintain the minimum amount of \$100,000 per occurrence Laws relevant to the operation of child care facilities are available upon request.
100.101.8a	CHILD CARE LICENSING	Related Laws and Requirements	The Licensee shall maintain Child Care Liability insurance and comply with the following requirements:	
100.101.8b	CHILD CARE LICENSING	Related Laws and Requirements	The Licensee shall maintain Child Care Liability insurance and comply with the following requirements:	
100.102.1	CHILD CARE LICENSING	General Requirements	<p>A Child Care Family Home is defined as a situation in which children are cared for in a caregiver’s own family residence or in some other suitable family type residence. There shall be no more than one (1) license issued per home or structure. (This does not apply to situations such as a duplex where two (2) licenses could be issued to two (2) separate applicants.)</p> <p>In determining a recommendation for licensing, the home shall be reviewed by a Child Care Licensing Specialist to determine that the home is in substantial compliance with the requirements.</p>	
100.102.2	CHILD CARE LICENSING	General Requirements		
100.102.3	CHILD CARE LICENSING	General Requirements	<p>Substantial Compliance means compliance with all essential standards necessary to protect the health, safety, and welfare of the children attending the Child Care Famil Home. Essential standards include but are not limited to those relating to issues involving fire, health, safety, nutrition, behavior guidance, staff to child ratio, and space.</p> <p>A home requires licensing when one (1) or more persons care for six (6) or more children, from more than one (1) family at the same time. A maximum of sixteen (16) children may be cared for with a Child Care Family Home license.</p>	
100.102.4	CHILD CARE LICENSING	General Requirements		

100.102.5	CHILD CARE LICENSING	General Requirements	<p>An individual shall be eligible to hold only one (1) license, which shall be issued for one (1) location. The holder(s) of the license shall be considered the primary caregiver(s) and shall be present and responsible for children during hours of care. At least one (1) of the Licensees (primary caregivers) shall be present at all times children are in care and shall not be otherwise employed during the hours of care.</p>
100.102.6	CHILD CARE LICENSING	General Requirements	<p>If a qualified secondary caregiver is present, the primary caregiver may be absent for reasons related to the operation of the childcare business such as attending required training, and for brief or occasional absences relating to personal business or personal time off. Compliance with staff to child ratio must still be maintained during the absence of the primary caregiver.</p>
100.102.7	CHILD CARE LICENSING	General Requirements	<p>The caregiver's own preschool children shall be considered when determining the need for a license. The caregiver's own school age children are not considered when determining the need for a license. Other children in the home who are not accompanied by a parent, whether pay is received for care or not, are considered in determining the need for a license and will be counted in the ratio after a license is obtained.</p>
100.102.8	CHILD CARE LICENSING	General Requirements	<p>A Child Care Family Home which is not required to be licensed by this definition may voluntarily choose to apply for a license or for registration with the Voluntary Registry.</p>
100.102.9	CHILD CARE LICENSING	General Requirements	<p>Any home that has not provided care to children for a period of one (1) year shall have the license closed unless a written request is made by the Licensee stating why closure should not take place. If the Licensee requests that the license remain open, license fees and required annual inspections shall be kept current.</p>
100.103.1	CHILD CARE LICENSING	Licensing Procedures	<p>Any applicant applying for a home license may contact the local Division Office or Child Care Licensing Specialist to obtain information and the necessary application and related forms.</p>
100.103.10	CHILD CARE LICENSING	Licensing Procedures	<p>Regular License: The Child Care Licensing Specialist will recommend a Regular license when the facility has demonstrated substantial compliance, or when an existing Licensee with a Regular license relocates their facility and their past demonstrates a substantial level of compliance.</p>
100.103.11a	CHILD CARE LICENSING	Licensing Procedures	<p>Probationary Provisional License: The Licensing Unit may issue a Probationary Provisional license when the home is not maintaining substantial compliance due to deficiencies which are so numerous, frequent, or severe as to potentially jeopardize the health, safety, and welfare of children. The home and the Licensing Unit shall have a corrective action plan in place addressing the issues. Based on the level of compliance during the period of the Probationary Provisional license the Licensing Unit may:</p> <p>Issue a Regular license;</p>
100.103.11b	CHILD CARE LICENSING	Licensing Procedures	<p>Probationary Provisional License: The Licensing Unit may issue a Probationary Provisional license when the home is not maintaining substantial compliance due to deficiencies which are so numerous, frequent, or severe as to potentially jeopardize the health, safety, and welfare of children. The home and the Licensing Unit shall have a corrective action plan in place addressing the issues. Based on the level of compliance during the period of the Probationary Provisional license the Licensing Unit may:</p> <p>Suspend a license; or</p>
100.103.11c	CHILD CARE LICENSING	Licensing Procedures	<p>Probationary Provisional License: The Licensing Unit may issue a Probationary Provisional license when the home is not maintaining substantial compliance due to deficiencies which are so numerous, frequent, or severe as to potentially jeopardize the health, safety, and welfare of children. The home and the Licensing Unit shall have a corrective action plan in place addressing the issues. Based on the level of compliance during the period of the Probationary Provisional license the Licensing Unit may:</p> <p>Revoke a license.</p>
100.103.12	CHILD CARE LICENSING	Licensing Procedures	<p>Suspension of License: Upon final determination by the Division of a suspension of a license, the Division shall specify in the suspension order the period of the suspension. (The suspension of a license may range from one (1) month to a maximum of twelve (12) months. The license may be reinstated at such time as the Division finds that the terms of the suspension order have been met.)</p>
100.103.13a	CHILD CARE LICENSING	Licensing Procedures	<p>The Division may revoke a license when any of the following situations occur:</p> <p>The facility fails to maintain substantial compliance with licensing requirements;</p>
100.103.13b	CHILD CARE LICENSING	Licensing Procedures	<p>The Division may revoke a license when any of the following situations occur:</p> <p>The facility fails or refuses to correct cited deficiencies in a timely manner; and</p>
100.103.13c	CHILD CARE LICENSING	Licensing Procedures	<p>The Division may revoke a license when any of the following situations occur:</p> <p>The facility fails to ensure the health, safety, and welfare of children in care.</p>
100.103.14	CHILD CARE LICENSING	Licensing Procedures	<p>The revocation of a license nullifies and cancels the license. At the time of a final determination of revocation of the license by the Division, the Division shall specify in the revocation letter the terms of the revocation. The Licensee shall not be eligible to reapply for a license for a minimum of one (1) year or longer, if specified in the revocation order. Related parties shall not be eligible to apply for the same specified period. (Related parties are defined as immediate family members, members on the Board of Directors, persons or entities associated or affiliated with, or which share common ownership, control, or common board members or which have control of or is controlled by the Licensee. An immediate family member is defined as a spouse, step and in-law relationships, a child, a natural or adoptive parent, a sibling, a grandparent, a grandchild or a son or daughter-in-law.) Applicants who are denied a license or registration due to this requirement may appeal the denial to the Child Care Appeal Review Panel. Homes wishing to be re-licensed must submit a new application for licensure for review and approval by the Division. Approval must be obtained, and a new license issued before the home provides care to a licensable number of children.</p>

100.103.3	CHILD CARE LICENSING	Licensing Procedures	<p>A pre-approval consultation meeting shall be required for all applicants for a license prior to the approval of the application. This meeting shall be offered prior to application or within thirty (30) days of receipt of the application.</p> <p>Upon receipt of a signed application the Child Care Licensing Specialist shall schedule an appointment to inspect, evaluate, and make a recommendation for consideration of license to the Division.</p>	
100.103.4	CHILD CARE LICENSING	Licensing Procedures	<p>Upon receipt of a signed application, the Child Care Licensing Specialist shall schedule an appointment to inspect, evaluate and make a recommendation for consideration of license to the Division.</p>	
100.103.4a	CHILD CARE LICENSING	Licensing Procedures	<p>Upon receipt of a signed application, the Child Care Licensing Specialist shall schedule an appointment to inspect, evaluate and make a recommendation for consideration of license to the Division.</p>	A completed and signed application on a form provided by the Division;
100.103.4b	CHILD CARE LICENSING	Licensing Procedures	<p>Upon receipt of a signed application, the Child Care Licensing Specialist shall schedule an appointment to inspect, evaluate and make a recommendation for consideration of license to the Division.</p>	Diagram of the home;
100.103.4c	CHILD CARE LICENSING	Licensing Procedures	<p>Upon receipt of a signed application, the Child Care Licensing Specialist shall schedule an appointment to inspect, evaluate and make a recommendation for consideration of license to the Division.</p>	Fire department approval, if applicable;
100.103.4d	CHILD CARE LICENSING	Licensing Procedures	<p>Upon receipt of a signed application, the Child Care Licensing Specialist shall schedule an appointment to inspect, evaluate and make a recommendation for consideration of license to the Division.</p>	Health department approval, if applicable;
100.103.4e	CHILD CARE LICENSING	Licensing Procedures	<p>Upon receipt of a signed application, the Child Care Licensing Specialist shall schedule an appointment to inspect, evaluate and make a recommendation for consideration of license to the Division.</p>	Zoning approval, if applicable, shall be provided by new applicants for license and by existing homes requesting increase in licensing capacity;
100.103.4f	CHILD CARE LICENSING	Licensing Procedures	<p>Upon receipt of a signed application, the Child Care Licensing Specialist shall schedule an appointment to inspect, evaluate and make a recommendation for consideration of license to the Division.</p>	Boiler inspection, or verification that inspection has been scheduled;
100.103.4g	CHILD CARE LICENSING	Licensing Procedures	<p>Upon receipt of a signed application, the Child Care Licensing Specialist shall schedule an appointment to inspect, evaluate and make a recommendation for consideration of license to the Division.</p>	Verification of Child Care Liability Insurance (If Child Care Liability Insurance cannot be obtained before application, it must be obtained with proof provided to the Child Care Licensing Unit before care of children can be provided);
100.103.4h	CHILD CARE LICENSING	Licensing Procedures	<p>Upon receipt of a signed application, the Child Care Licensing Specialist shall schedule an appointment to inspect, evaluate and make a recommendation for consideration of license to the Division.</p>	Verification that all required criminal background checks and child maltreatment central registry checks have been initiated; and
100.103.4i	CHILD CARE LICENSING	Licensing Procedures	<p>Upon receipt of a signed application, the Child Care Licensing Specialist shall schedule an appointment to inspect, evaluate and make a recommendation for consideration of license to the Division.</p>	All caregiver's names shall be included on the application for the license.
100.103.5a	CHILD CARE LICENSING	Licensing Procedures	<p>The Child Care Licensing Unit shall have the authority to make both scheduled and unscheduled visits to:</p>	Conduct inspections and reviews to determine compliance with the licensing requirements;
100.103.5b	CHILD CARE LICENSING	Licensing Procedures	<p>The Child Care Licensing Unit shall have the authority to make both scheduled and unscheduled visits to:</p>	Investigate complaints involving possible violations of licensing requirement; and
100.103.5c	CHILD CARE LICENSING	Licensing Procedures	<p>The Child Care Licensing Unit shall have the authority to make both scheduled and unscheduled visits to:</p>	Offer consultation and technical assistance.
100.103.6a	CHILD CARE LICENSING	Licensing Procedures	<p>Compliance: On-site inspections of Licensed Child Care Family Homes are conducted by the Child Care Licensing Unit on a routine basis to determine a home's continued compliance with the standards. The caregiver(s) shall cooperate with licensing staff during licensing visits and investigations. (Clarification: In addition to rooms used for care, Child Care Licensing Staff must also be given access to all other rooms or spaces not used for child care. Any rooms or areas that are not accessible to children in care will only be viewed briefly for major health and safety issues and will not be routinely monitored for general licensing compliance. This is to help ensure that there are no dangers such as fire hazards, which could impact the safety of the entire structure.) Violations of rules are documented in writing by use of the licensing compliance record. Documentation shall include:</p>	Reference to the specific rule violated;
100.103.6b	CHILD CARE LICENSING	Licensing Procedures	<p>Compliance: On-site inspections of Licensed Child Care Family Homes are conducted by the Child Care Licensing Unit on a routine basis to determine a home's continued compliance with the standards. The caregiver(s) shall cooperate with licensing staff during licensing visits and investigations. (Clarification: In addition to rooms used for care, Child Care Licensing Staff must also be given access to all other rooms or spaces not used for child care. Any rooms or areas that are not accessible to children in care will only be viewed briefly for major health and safety issues and will not be routinely monitored for general licensing compliance. This is to help ensure that there are no dangers such as fire hazards, which could impact the safety of the entire structure.) Violations of rules are documented in writing by use of the licensing compliance record. Documentation shall include:</p>	A factual description of the nature and the violation and how the home failed to comply; and
100.103.6c	CHILD CARE LICENSING	Licensing Procedures	<p>Compliance: On-site inspections of Licensed Child Care Family Homes are conducted by the Child Care Licensing Unit on a routine basis to determine a home's continued compliance with the standards. The caregiver(s) shall cooperate with licensing staff during licensing visits and investigations. (Clarification: In addition to rooms used for care, Child Care Licensing Staff must also be given access to all other rooms or spaces not used for child care. Any rooms or areas that are not accessible to children in care will only be viewed briefly for major health and safety issues and will not be routinely monitored for general licensing compliance. This is to help ensure that there are no dangers such as fire hazards, which could impact the safety of the entire structure.) Violations of rules are documented in writing by use of the licensing compliance record. Documentation shall include:</p>	A date of expected corrections.
100.103.7	CHILD CARE LICENSING	Licensing Procedures	<p>If video recordings are made by the facility and are maintained for viewing as a part of a continuous monitoring system, they shall be made available to licensing staff upon request. This does not include video recordings of special events, etc.</p>	

100.103.8	CHILD CARE LICENSING	Licensing Procedures	<p>The license as issued shall apply only to the home’s location at the time of licensing. The Licensee shall notify the Child Care Licensing Specialist’s office of a change of location or ownership at which time a new study shall be conducted. Upon issuance of a license, the license shall remain in effect as long as compliance is maintained with the Minimum Licensing Requirements for Child Care Family Homes.</p>
100.103.9	CHILD CARE LICENSING	Licensing Procedures	<p>New Provisional License: If the Division Staff finds that an applicant meets the licensing requirements for a Child Care Family Home or has a reasonable expectation of correcting deficiencies in a reasonable time, the Child Care Licensing Specialist may recommend a new provisional license for operation of a Child Care Family Home to the Division. The new provisional license shall be in effect for a reasonable period, not to exceed twelve (12) months. This time frame shall be specified in the new provisional license. A written list of deficiencies shall be provided to the applicant at the time of issuance of a new provisional license. A Licensing Specialist has sixty (60) days to submit a recommendation to the Division for a provisional license.</p>
100.104.1	CHILD CARE LICENSING	License Fee	<p>A Child Care Family Home shall be assessed a license fee of fifteen (\$15.00) per year.</p>
100.104.2	CHILD CARE LICENSING	License Fee	<p>Upon review and determination by the Child Care Licensing Specialist of a licensing recommendation to be presented to the Division, the Child Care Licensing Specialist shall issue a Notice of License Fee Due to the home.</p>
100.104.3	CHILD CARE LICENSING	License Fee	<p>The Division shall not issue a license unless the required license fee has been paid.</p>
100.104.4	CHILD CARE LICENSING	License Fee	<p>A copy of the license fee notice shall be submitted at the time of licensure recommendation.</p>
100.104.5	CHILD CARE LICENSING	License Fee	<p>A second notice of license fee due will be sent to homes failing to submit the required license fee (Notice of License Fee Past Due). This notice will be sent twenty (20) days after the initial notice of fee due. Failure to submit a license fee within twenty (20) days of the receipt of the past due notice will result in action to suspend the license until such time as the fee is paid.</p>
100.104.6	CHILD CARE LICENSING	License Fee	<p>Refunds of license fees paid are made only when the Division does not approve issuance of a license. There shall be no refunds of license fees paid upon Division action to revoke or suspend a license or for closure of a facility.</p>
100.105.1a	CHILD CARE LICENSING	Appeal of Licensing Actions	<p>A Licensee or application for license may request an appeal of any of the following licensing action:</p>
100.105.1b	CHILD CARE LICENSING	Appeal of Licensing Actions	<p>A Licensee or application for license may request an appeal of any of the following licensing action:</p>
100.105.1c	CHILD CARE LICENSING	Appeal of Licensing Actions	<p>A Licensee or application for license may request an appeal of any of the following licensing action:</p>
100.105.1d	CHILD CARE LICENSING	Appeal of Licensing Actions	<p>A Licensee or application for license may request an appeal of any of the following licensing action:</p>
100.105.2	CHILD CARE LICENSING	Appeal of Licensing Actions	<p>An appeal may be initiated on any of the above actions by requesting an appeal in writing to the Licensing Specialist or Licensing Supervisory Staff. Requests to appeal adverse licensing actions must be mailed within ten (10) calendar days of the receipt of the notice of the adverse action. Requests to appeal licensing actions, other than adverse, must be mailed within twenty (20) calendar days from receipt of the notification of the action. The request to appeal shall include a statement of the action(s) taken by the Division and the reason(s) the Licensee or applicant for license disagrees with that action. The request to appeal will be reviewed by the Licensing Supervisor and the Licensing Administrator. If the appeal is not resolved to the satisfaction of the Licensee or applicant for license, the matter will be referred to the Child Care Appeal Review Panel for hearing. (Additional information regarding the appeal procedures and the Child Care Appeal Review Panel is available on request.)</p>
100.106.1	CHILD CARE LICENSING	Alternative Compliance	<p>The Division may grant alternative compliance with the Minimum Licensing Requirements for Child Care Family Homes if the Division determines that the alternative form of compliance offers equal protection of health, safety, and welfare to children and meets the basic intent of the requirement for which the Home is making the request.</p>
100.106.2	CHILD CARE LICENSING	Alternative Compliance	<p>The Division shall consider all requests for alternative compliance with the Licensing Requirements except those requirements which are enforced by the Department of Health, Local Fire Marshal, or State Fire Marshal’s Office.</p>
100.106.3a	CHILD CARE LICENSING	Alternative Compliance	<p>To request alternative compliance, the following procedure shall be initiated by the person responsible for the operation of the home:</p>
100.106.3b	CHILD CARE LICENSING	Alternative Compliance	<p>The request shall include:</p> <ul style="list-style-type: none"> <li>• The specific standard for which alternative compliance is sought.</li> <li>• An explanation of how the alternative form of compliance is equal to or exceeds the stated requirement.</li> <li>• Full justification and description of what the alternative compliance method will be and the method by which the facility will carry out this plan to be able to continue to provide for the health, safety, and welfare of children as intended by the requirement.</li> <li>• The applicant or Licensee shall provide clear and supportive evidence, and upon request of the Division, an expert’s opinion on the effect to the health, safety, and welfare of children and how it will protect through the alternative means of compliance.</li> </ul> <p>To request alternative compliance, the following procedure shall be initiated by the person responsible for the operation of the home:</p>

100.106.4	CHILD CARE LICENSING	Alternative Compliance	<p>A separate written request shall be submitted for each requirement for which alternative compliance is sought. The approved alternative compliance is effective for the duration of the license unless a shorter time frame is requested or approved.</p> <p>The granting of alternative compliance for a requirement shall in no way constitute a precedent. If an alternative means of complying with the requirement is granted by the Division and the facility fails to implement satisfactorily this alternative means, the original requirement for which alternative compliance was sought shall become immediately enforceable. The Division shall have the right to obtain an expert opinion to corroborate expert opinions provided by the applicant or Licensee.</p> <p>The Division reserves the right to deny requests for alternative compliance when it finds that such a request does not adequately protect the health, safety, and welfare of children and does not meet the intent of the requirements. All requests for alternative compliance shall be answered in writing by the Division.</p>	
100.106.5	CHILD CARE LICENSING	Alternative Compliance		
100.106.6	CHILD CARE LICENSING	Alternative Compliance		
100.106.7	CHILD CARE LICENSING	Alternative Compliance		
100.106.8	CHILD CARE LICENSING	Alternative Compliance		
100.107.1	CHILD CARE LICENSING	Licensing Investigations	<p>Child Care Licensing staff shall have access to licensed homes for the purpose of conducting inspections, reviews, and complaint investigations. Denial of access to the home or denial of the right to interview children in care or other individuals present during hours of care may result in adverse action against the license.</p>	
100.108.1a	CHILD CARE LICENSING	Child Maltreatment Record Checks	<p>The following persons shall be required to have their background reviewed through an Arkansas Child Maltreatment Central Registry Check. Prospective owners, household members who are ten (10) years of age or older, and employees who have not lived in the State of Arkansas during the preceding five (5) years will be subject to current federal guidelines regarding conducting a child maltreatment background check in any states where they resided during the past five (5) years.</p>	Each applicant to own or operate a licensed home - at application and every two (2) years thereafter
100.108.1b	CHILD CARE LICENSING	Child Maltreatment Record Checks	<p>The following persons shall be required to have their background reviewed through an Arkansas Child Maltreatment Central Registry Check. Prospective owners, household members who are ten (10) years of age or older, and employees who have not lived in the State of Arkansas during the preceding five (5) years will be subject to current federal guidelines regarding conducting a child maltreatment background check in any states where they resided during the past five (5) years.</p>	All household members who are ten (10) years of age or older - at application; upon residency and every two (2) years thereafter
100.108.1c	CHILD CARE LICENSING	Child Maltreatment Record Checks	<p>The following persons shall be required to have their background reviewed through an Arkansas Child Maltreatment Central Registry Check. Prospective owners, household members who are ten (10) years of age or older, and employees who have not lived in the State of Arkansas during the preceding five (5) years will be subject to current federal guidelines regarding conducting a child maltreatment background check in any states where they resided during the past five (5) years.</p>	Staff members and applicants for employment in a Licensed Home - Prior to employment and every two (2) years thereafter
100.108.1d	CHILD CARE LICENSING	Child Maltreatment Record Checks	<p>The following persons shall be required to have their background reviewed through an Arkansas Child Maltreatment Central Registry Check. Prospective owners, household members who are ten (10) years of age or older, and employees who have not lived in the State of Arkansas during the preceding five (5) years will be subject to current federal guidelines regarding conducting a child maltreatment background check in any states where they resided during the past five (5) years.</p>	Volunteers, therapists, and student observers who have access to children in the home - Prior to providing services or being present in the home and every two (2) years thereafter
100.108.1e	CHILD CARE LICENSING	Child Maltreatment Record Checks	<p>The following persons shall be required to have their background reviewed through an Arkansas Child Maltreatment Central Registry Check. Prospective owners, household members who are ten (10) years of age or older, and employees who have not lived in the State of Arkansas during the preceding five (5) years will be subject to current federal guidelines regarding conducting a child maltreatment background check in any states where they resided during the past five (5) years.</p>	Other persons who have supervisory or disciplinary control over children, or have routine contact with children - Prior to providing services or participating in home activities and every two (2) years thereafter
100.108.2a	CHILD CARE LICENSING	Child Maltreatment Record Checks	<p>The Division has the authority to review and consider each true (founded) report of child maltreatment received from the Central Registry. The Division shall retain the authority to:</p>	Deny an application;
100.108.2b	CHILD CARE LICENSING	Child Maltreatment Record Checks	<p>The Division has the authority to review and consider each true (founded) report of child maltreatment received from the Central Registry. The Division shall retain the authority to:</p>	Require corrective action; and
100.108.2c	CHILD CARE LICENSING	Child Maltreatment Record Checks	<p>The Division has the authority to review and consider each true (founded) report of child maltreatment received from the Central Registry. The Division shall retain the authority to:</p>	Take appropriate adverse action against the licensee.
100.108.3	CHILD CARE LICENSING	Child Maltreatment Record Checks	<p>All caregiver(s) are mandated reporters under the Child Maltreatment Act. The caregiver(s) shall call the Child Maltreatment Hot Line number at 1-800-482-5964 when there is a reason to believe that a child has been abused or neglected. (AR Code Annotated § 12-12-501 et seq. These reports of child maltreatment shall include all allegations made to the Licensee by parents, staff members, or the general public. It is recommended that the Licensee call Child Care Licensing for guidance if there is any question about whether the Hotline should be called regarding any situation where potential child maltreatment is involved.</p>	
100.108.4	CHILD CARE LICENSING	Child Maltreatment Record Checks	<p>If a complaint of child maltreatment is filed against any employee or persons in the home, the Child Care Licensing Unit shall evaluate the risk to children and determine the suitability of persons to supervise, be left alone with children, or remain in the home during hours of care until the allegations have been determined true or unsubstantiated.</p>	
100.108.5	CHILD CARE LICENSING	Child Maltreatment Record Checks	<p>The Child Care Family Home operator, any employees, or other persons in the home who have had a true report of child maltreatment shall follow the corrective action plan approved by the Child Care Licensing Unit. Corrective action measures may vary from relevant training to reassignment or termination. Failure to comply with corrective action plans can constitute grounds for adverse action against the license.</p>	



					The date of the conviction, plea of guilty or nolo contendere for a misdemeanor offense is at least five (5) years from the date of the request for the criminal history records check and there have been no criminal convictions or pleas of guilty or nolo contendere of any type or nature during the five (5) year period preceding the background check request; and
100.109.10a	CHILD CARE LICENSING	FBI Criminal Records Check	Any person who has pleaded guilty, nolo contendere, or who has been found guilty of any one of the offenses listed above (Section 109.5), may not work in child care unless:		
100.109.10b	CHILD CARE LICENSING	FBI Criminal Records Check	Any person who has pleaded guilty, nolo contendere, or who has been found guilty of any one of the offenses listed above (Section 109.5), may not work in child care unless:		The date of the conviction, plea of guilty, or nolo contendere for a felony offense is at least ten (10) years from the date of the request for the criminal history records check and there have been no criminal convictions or pleas of guilty or nolo contendere of any type or nature during the ten (10) year period preceding the background check request.
100.109.11	CHILD CARE LICENSING	FBI Criminal Records Check	Anyone employed in a licensed center, COE center, Licensed Child Care Family Home, or a Registered Child Care Family Home prior to 09/01/2009 with a clear background check history may remain eligible for employment unless the employee had a conviction, plead guilty, or plead nolo contendere to an offense listed in the above section (Section 109.5) since 09/01/2009.		
100.109.1a	CHILD CARE LICENSING	FBI Criminal Records Check	The following persons shall apply to the Identification Bureau of the Arkansas State Police for a nationwide criminal records check, to be conducted by the Federal Bureau of Investigation (FBI), which shall include a fingerprint check: (The individual is responsible for the cost of the nationwide check.) Fingerprints submitted will be used to check the criminal history records of the FBI. Individuals with results showing a prohibited offense shall be advised to contact the Licensing Unit for procedures to obtain the results and for procedures to update or make corrections to the record of their individual history.	Each applicant to own or operate a Licensed Home At initial application and every five (5) years thereafter	
100.109.1b	CHILD CARE LICENSING	FBI Criminal Records Check	The following persons shall apply to the Identification Bureau of the Arkansas State Police for a nationwide criminal records check, to be conducted by the Federal Bureau of Investigation (FBI), which shall include a fingerprint check: (The individual is responsible for the cost of the nationwide check.) Fingerprints submitted will be used to check the criminal history records of the FBI. Individuals with results showing a prohibited offense shall be advised to contact the Licensing Unit for procedures to obtain the results and for procedures to update or make corrections to the record of their individual history.	Each staff member Prior to employment and every five (5) years thereafter	
100.109.1c	CHILD CARE LICENSING	FBI Criminal Records Check	The following persons shall apply to the Identification Bureau of the Arkansas State Police for a nationwide criminal records check, to be conducted by the Federal Bureau of Investigation (FBI), which shall include a fingerprint check: (The individual is responsible for the cost of the nationwide check.) Fingerprints submitted will be used to check the criminal history records of the FBI. Individuals with results showing a prohibited offense shall be advised to contact the Licensing Unit for procedures to obtain the results and for procedures to update or make corrections to the record of their individual history.	Volunteers and therapists who have routine contact with children or who have supervisory or disciplinary control over children Prior to providing services or participating in home activities and every five (5) years thereafter	
100.109.1d	CHILD CARE LICENSING	FBI Criminal Records Check	The following persons shall apply to the Identification Bureau of the Arkansas State Police for a nationwide criminal records check, to be conducted by the Federal Bureau of Investigation (FBI), which shall include a fingerprint check: (The individual is responsible for the cost of the nationwide check.) Fingerprints submitted will be used to check the criminal history records of the FBI. Individuals with results showing a prohibited offense shall be advised to contact the Licensing Unit for procedures to obtain the results and for procedures to update or make corrections to the record of their individual history.	Other persons who have supervisory or disciplinary control over children, or have routine contact with children Prior to providing services or participating in home activities and every five (5) years thereafter	
100.109.2a	CHILD CARE LICENSING	FBI Criminal Records Check	Arkansas State Police Criminal Background Check The following persons shall be required to have their background reviewed through a fingerprint criminal records check including the Arkansas Sexual Offender Registry, conducted by the Arkansas State Police. A prospective staff member may not begin work until the Arkansas State Police criminal record check result has been returned as satisfactory. Following receipt of the satisfactory result, this individual must be supervised at all times, pending completion of all of the required background check components, by a staff member who has successfully completed all required background checks. Prospective employees who have not lived in the State of Arkansas during the preceding five (5) years will be subject to current federal guidelines regarding conducting a criminal background check and sexual offender registry check in any states where they resided during the past five (5) years. (A National Sexual Offender Registry check will also be conducted on prospective employees.)	Each applicant to own or operate a Licensed Home At application and every five (5) years thereafter	

100.109.2b	CHILD CARE LICENSING	FBI Criminal Records Check	Arkansas State Police Criminal Background Check The following persons shall be required to have their background reviewed through a fingerprint criminal records check including the Arkansas Sexual Offender Registry, conducted by the Arkansas State Police. A prospective staff member may not begin work until the Arkansas State Police criminal record check result has been returned as satisfactory. Following receipt of the satisfactory result, this individual must be supervised at all times, pending completion of all of the required background check components, by a staff member who has successfully completed all required background checks. Prospective employees who have not lived in the State of Arkansas during the preceding five (5) years will be subject to current federal guidelines regarding conducting a criminal background check and sexual offender registry check in any states where they resided during the past five (5) years. (A National Sexual Offender Registry check will also be conducted on prospective employees.)	All household members who are eighteen (18) years of age or older At application; upon residency and every five (5) years thereafter
100.109.2c	CHILD CARE LICENSING	FBI Criminal Records Check	Arkansas State Police Criminal Background Check The following persons shall be required to have their background reviewed through a fingerprint criminal records check including the Arkansas Sexual Offender Registry, conducted by the Arkansas State Police. A prospective staff member may not begin work until the Arkansas State Police criminal record check result has been returned as satisfactory. Following receipt of the satisfactory result, this individual must be supervised at all times, pending completion of all of the required background check components, by a staff member who has successfully completed all required background checks. Prospective employees who have not lived in the State of Arkansas during the preceding five (5) years will be subject to current federal guidelines regarding conducting a criminal background check and sexual offender registry check in any states where they resided during the past five (5) years. (A National Sexual Offender Registry check will also be conducted on prospective employees.)	Staff members and applicants for employment in a Licensed Home Prior to employment and every five (5) years thereafter
100.109.2d	CHILD CARE LICENSING	FBI Criminal Records Check	Arkansas State Police Criminal Background Check The following persons shall be required to have their background reviewed through a fingerprint criminal records check including the Arkansas Sexual Offender Registry, conducted by the Arkansas State Police. A prospective staff member may not begin work until the Arkansas State Police criminal record check result has been returned as satisfactory. Following receipt of the satisfactory result, this individual must be supervised at all times, pending completion of all of the required background check components, by a staff member who has successfully completed all required background checks. Prospective employees who have not lived in the State of Arkansas during the preceding five (5) years will be subject to current federal guidelines regarding conducting a criminal background check and sexual offender registry check in any states where they resided during the past five (5) years. (A National Sexual Offender Registry check will also be conducted on prospective employees.)	Volunteers and Therapists who have routine contact with children Prior to providing services or participating in home activities and every five (5) years thereafter
100.109.2e	CHILD CARE LICENSING	FBI Criminal Records Check	Arkansas State Police Criminal Background Check The following persons shall be required to have their background reviewed through a fingerprint criminal records check including the Arkansas Sexual Offender Registry, conducted by the Arkansas State Police. A prospective staff member may not begin work until the Arkansas State Police criminal record check result has been returned as satisfactory. Following receipt of the satisfactory result, this individual must be supervised at all times, pending completion of all of the required background check components, by a staff member who has successfully completed all required background checks. Prospective employees who have not lived in the State of Arkansas during the preceding five (5) years will be subject to current federal guidelines regarding conducting a criminal background check and sexual offender registry check in any states where they resided during the past five (5) years. (A National Sexual Offender Registry check will also be conducted on prospective employees.)	Other persons who have supervisory or disciplinary control over children, or have routine contact with children Prior to providing services or participating in home activities and every five (5) years thereafter
100.109.3	CHILD CARE LICENSING	FBI Criminal Records Check	Criminal records will be returned to the Division for review. Any charge or convictions listed in this section (Section 110) that are returned will be considered regardless of whether the record is expunged, pardoned, or otherwise sealed.	
100.109.401	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, employee, household member, or volunteer who is in the home on a routine or continual basis if that person has pleaded guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are permanently prohibited:	Abuse of an endangered or impaired person, if felony, §5-28-103;
100.109.402	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, employee, household member, or volunteer who is in the home on a routine or continual basis if that person has pleaded guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are permanently prohibited:	Arson, §5-38-301;
100.109.403	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, employee, household member, or volunteer who is in the home on a routine or continual basis if that person has pleaded guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are permanently prohibited:	Capital Murder, §5-10-101;

[illegible]



100.109.509	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, employee, volunteer, or household member, if that person has pleaded guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state or any similar offense by a federal court. The following offenses are prohibited:	Breaking or entering, § 5-39-202;
100.109.510	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, employee, volunteer, or household member, if that person has pleaded guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state or any similar offense by a federal court. The following offenses are prohibited:	Burglary, § 5-39-201;
100.109.511	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, employee, volunteer, or household member, if that person has pleaded guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state or any similar offense by a federal court. The following offenses are prohibited:	Coercion, § 5-13-208;
100.109.512	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, employee, volunteer, or household member, if that person has pleaded guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state or any similar offense by a federal court. The following offenses are prohibited:	Computer crimes against minors, § 5-27-601 et. seq.;
100.109.513	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, employee, volunteer, or household member, if that person has pleaded guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state or any similar offense by a federal court. The following offenses are prohibited:	Contributing to the delinquency of a juvenile, § 5-27-220;
100.109.514	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, employee, volunteer, or household member, if that person has pleaded guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state or any similar offense by a federal court. The following offenses are prohibited:	Contributing to the delinquency of a minor, § 5-27-209;
100.109.515	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, employee, volunteer, or household member, if that person has pleaded guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state or any similar offense by a federal court. The following offenses are prohibited:	Criminal impersonation, § 5-37-208;
100.109.516	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, employee, volunteer, or household member, if that person has pleaded guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state or any similar offense by a federal court. The following offenses are prohibited:	Criminal use of a prohibited weapon, § 5-73-104;
100.109.517	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, employee, volunteer, or household member, if that person has pleaded guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state or any similar offense by a federal court. The following offenses are prohibited:	Communicating a death threat concerning a school employee or students: § 5-17-101;
100.109.518	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, employee, volunteer, or household member, if that person has pleaded guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state or any similar offense by a federal court. The following offenses are prohibited:	Domestic battery in the first, second, or third degree, § 5-26-303 to -305;
100.109.519	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, employee, volunteer, or household member, if that person has pleaded guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state or any similar offense by a federal court. The following offenses are prohibited:	Employing or consenting to the use of a child in a sexual performance, § 5-27-401;
100.109.520	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, employee, volunteer, or household member, if that person has pleaded guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state or any similar offense by a federal court. The following offenses are prohibited:	Endangering the welfare of a minor in the first or second degree, §§ 5-27-205 to -206;
100.109.521	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, employee, volunteer, or household member, if that person has pleaded guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state or any similar offense by a federal court. The following offenses are prohibited:	Endangering the welfare of an incompetent person in the second degree, § 5-27-202;
100.109.522	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, employee, volunteer, or household member, if that person has pleaded guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state or any similar offense by a federal court. The following offenses are prohibited:	Engaging children in sexually explicit conduct for use in visual or print media, § 5-27-303;
100.109.523	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, employee, volunteer, or household member, if that person has pleaded guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state or any similar offense by a federal court. The following offenses are prohibited:	False imprisonment in the first or second degree, §§ 5-11-103 to -104;
100.109.524	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, employee, volunteer, or household member, if that person has pleaded guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state or any similar offense by a federal court. The following offenses are prohibited:	Felony abuse of an endangered or impaired person, § 5-28-103;

100.109.525	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, employee, volunteer, or household member, if that person has pleaded guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state or any similar offense by a federal court. The following offenses are prohibited:	Felony interference with a law enforcement officer, § 5-54-104;
100.109.526	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, employee, volunteer, or household member, if that person has pleaded guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state or any similar offense by a federal court. The following offenses are prohibited:	Felony violation of the Uniform Controlled Substance Act, § 5-64-101 et seq.;
100.109.527	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, employee, volunteer, or household member, if that person has pleaded guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state or any similar offense by a federal court. The following offenses are prohibited:	Financial identity fraud, § 5-37-227;
100.109.528	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, employee, volunteer, or household member, if that person has pleaded guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state or any similar offense by a federal court. The following offenses are prohibited:	Forgery, § 5-37-201;
100.109.529	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, employee, volunteer, or household member, if that person has pleaded guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state or any similar offense by a federal court. The following offenses are prohibited:	Incest, § 5-26-202;
100.109.530	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, employee, volunteer, or household member, if that person has pleaded guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state or any similar offense by a federal court. The following offenses are prohibited:	Interference with court ordered custody, § 5-26-502;
100.109.531	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, employee, volunteer, or household member, if that person has pleaded guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state or any similar offense by a federal court. The following offenses are prohibited:	Interference with visitation, § 5-26-501;
100.109.532	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, employee, volunteer, or household member, if that person has pleaded guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state or any similar offense by a federal court. The following offenses are prohibited:	Introduction of controlled substance into body of another § 5-13-210;
100.109.533	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, employee, volunteer, or household member, if that person has pleaded guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state or any similar offense by a federal court. The following offenses are prohibited:	Manslaughter, § 5-10-104;
100.109.534	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, employee, volunteer, or household member, if that person has pleaded guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state or any similar offense by a federal court. The following offenses are prohibited:	Negligent homicide, § 5-10-105;
100.109.535	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, employee, volunteer, or household member, if that person has pleaded guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state or any similar offense by a federal court. The following offenses are prohibited:	Obscene performance at a live public show, § 5-68-305;
100.109.536	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, employee, volunteer, or household member, if that person has pleaded guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state or any similar offense by a federal court. The following offenses are prohibited:	Offense of cruelty to animals, § 5-62-103;
100.109.537	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, employee, volunteer, or household member, if that person has pleaded guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state or any similar offense by a federal court. The following offenses are prohibited:	Offense of aggravated cruelty to dog, cat, or horse, § 5-62-104;
100.109.538	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, employee, volunteer, or household member, if that person has pleaded guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state or any similar offense by a federal court. The following offenses are prohibited:	Pandering or possessing visual or print medium depicting sexually explicit conduct involving a child, § 5-27-304;
100.109.539	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, employee, volunteer, or household member, if that person has pleaded guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state or any similar offense by a federal court. The following offenses are prohibited:	Sexual solicitation, § 5-70-103;
100.109.540	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, employee, volunteer, or household member, if that person has pleaded guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state or any similar offense by a federal court. The following offenses are prohibited:	Permanent detention or restraint, § 5-11-106;

100.109.541	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, employee, volunteer, or household member, if that person has pleaded guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state or any similar offense by a federal court. The following offenses are prohibited:	Permitting abuse of a minor, § 5-27-221;
100.109.542	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, employee, volunteer, or household member, if that person has pleaded guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state or any similar offense by a federal court. The following offenses are prohibited:	Producing, directing, or promoting a sexual performance by a child, § 5-27-403;
100.109.543	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, employee, volunteer, or household member, if that person has pleaded guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state or any similar offense by a federal court. The following offenses are prohibited:	Promoting obscene materials, § 5-68-303;
100.109.544	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, employee, volunteer, or household member, if that person has pleaded guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state or any similar offense by a federal court. The following offenses are prohibited:	Promoting obscene performance, § 5-68-304;
100.109.545	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, employee, volunteer, or household member, if that person has pleaded guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state or any similar offense by a federal court. The following offenses are prohibited:	Promoting prostitution in the first, second, or third degree § 5-70-104 to -106;
100.109.546	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, employee, volunteer, or household member, if that person has pleaded guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state or any similar offense by a federal court. The following offenses are prohibited:	Prostitution, § 5-70-102;
100.109.547	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, employee, volunteer, or household member, if that person has pleaded guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state or any similar offense by a federal court. The following offenses are prohibited:	Public display of obscenity, § 5-68-205;
100.109.548	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, employee, volunteer, or household member, if that person has pleaded guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state or any similar offense by a federal court. The following offenses are prohibited:	Resisting arrest, §5-54-103;
100.109.549	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, employee, volunteer, or household member, if that person has pleaded guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state or any similar offense by a federal court. The following offenses are prohibited:	Robbery, § 5-12-102;
100.109.550	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, employee, volunteer, or household member, if that person has pleaded guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state or any similar offense by a federal court. The following offenses are prohibited:	Aggravated robbery, § 5-12-103;
100.109.551	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, employee, volunteer, or household member, if that person has pleaded guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state or any similar offense by a federal court. The following offenses are prohibited:	Sexual offenses, § 5-14-101et seq.;
100.109.552	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, employee, volunteer, or household member, if that person has pleaded guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state or any similar offense by a federal court. The following offenses are prohibited:	Simultaneous possession of drugs and firearms, § 5-74-106;
100.109.553	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, employee, volunteer, or household member, if that person has pleaded guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state or any similar offense by a federal court. The following offenses are prohibited:	Soliciting money or property from incompetents, § 5-27-229;
100.109.554	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, employee, volunteer, or household member, if that person has pleaded guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state or any similar offense by a federal court. The following offenses are prohibited:	Stalking, § 5-71-229;
100.109.555	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, employee, volunteer, or household member, if that person has pleaded guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state or any similar offense by a federal court. The following offenses are prohibited:	Terroristic act, § 5-13-310;
100.109.556	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, employee, volunteer, or household member, if that person has pleaded guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state or any similar offense by a federal court. The following offenses are prohibited:	Terroristic threatening, § 5-13-301;

100.109.557	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, employee, volunteer, or household member, if that person has pleaded guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state or any similar offense by a federal court. The following offenses are prohibited:	Theft by receiving, § 5-36-106;
100.109.558	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, employee, volunteer, or household member, if that person has pleaded guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state or any similar offense by a federal court. The following offenses are prohibited:	Theft of property, § 5-36-103;
100.109.559	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, employee, volunteer, or household member, if that person has pleaded guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state or any similar offense by a federal court. The following offenses are prohibited:	Theft of services, § 5-36-104;
100.109.560	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, employee, volunteer, or household member, if that person has pleaded guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state or any similar offense by a federal court. The following offenses are prohibited:	Transportation of minors for prohibited sexual conduct, § 5-27-305;
100.109.561	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, employee, volunteer, or household member, if that person has pleaded guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state or any similar offense by a federal court. The following offenses are prohibited:	Unlawful discharge of a firearm from a vehicle, § 5-74-107; and
100.109.562	CHILD CARE LICENSING	FBI Criminal Records Check	No person shall be eligible to be a child care facility owner, operator, employee, volunteer, or household member, if that person has pleaded guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state or any similar offense by a federal court. The following offenses are prohibited:	Voyeurism, § 5-16-102.
100.109.6a	CHILD CARE LICENSING	FBI Criminal Records Check	If the Licensee wishes to employ an individual with a conviction or plea of guilty or nolo contendere for the following nonviolent offenses, they shall submit a written request for a waiver prior to employment. (§ 20-38-103(e)(3)(A) Act 990 of 2013) The waiver may be approved if all the following conditions are met: <ul style="list-style-type: none"> <li>• The individual has completed probation or parole supervision</li> <li>• The individual has paid all court ordered fees, fines, and restitution</li> <li>• The individual has fully complied with all court orders pertaining to the conviction or plea</li> </ul>	Theft by receiving § 5-36-106;
100.109.6b	CHILD CARE LICENSING	FBI Criminal Records Check	If the Licensee wishes to employ an individual with a conviction or plea of guilty or nolo contendere for the following nonviolent offenses, they shall submit a written request for a waiver prior to employment. (§ 20-38-103(e)(3)(A) Act 990 of 2013) The waiver may be approved if all the following conditions are met: <ul style="list-style-type: none"> <li>• The individual has completed probation or parole supervision</li> <li>• The individual has paid all court ordered fees, fines, and restitution</li> <li>• The individual has fully complied with all court orders pertaining to the conviction or plea</li> </ul>	Forgery § 5-37-201;
100.109.6c	CHILD CARE LICENSING	FBI Criminal Records Check	If the Licensee wishes to employ an individual with a conviction or plea of guilty or nolo contendere for the following nonviolent offenses, they shall submit a written request for a waiver prior to employment. (§ 20-38-103(e)(3)(A) Act 990 of 2013) The waiver may be approved if all the following conditions are met: <ul style="list-style-type: none"> <li>• The individual has completed probation or parole supervision</li> <li>• The individual has paid all court ordered fees, fines, and restitution</li> <li>• The individual has fully complied with all court orders pertaining to the conviction or plea</li> </ul>	Financial identity fraud § 5-37-227;
100.109.6d	CHILD CARE LICENSING	FBI Criminal Records Check	If the Licensee wishes to employ an individual with a conviction or plea of guilty or nolo contendere for the following nonviolent offenses, they shall submit a written request for a waiver prior to employment. (§ 20-38-103(e)(3)(A) Act 990 of 2013) The waiver may be approved if all the following conditions are met: <ul style="list-style-type: none"> <li>• The individual has completed probation or parole supervision</li> <li>• The individual has paid all court ordered fees, fines, and restitution</li> <li>• The individual has fully complied with all court orders pertaining to the conviction or plea</li> </ul>	Resisting arrest § 5-54-103;
100.109.6e	CHILD CARE LICENSING	FBI Criminal Records Check	If the Licensee wishes to employ an individual with a conviction or plea of guilty or nolo contendere for the following nonviolent offenses, they shall submit a written request for a waiver prior to employment. (§ 20-38-103(e)(3)(A) Act 990 of 2013) The waiver may be approved if all the following conditions are met: <ul style="list-style-type: none"> <li>• The individual has completed probation or parole supervision</li> <li>• The individual has paid all court ordered fees, fines, and restitution</li> <li>• The individual has fully complied with all court orders pertaining to the conviction or plea</li> </ul>	Criminal impersonation in the second degree § 5-37-208(b);
100.109.6f	CHILD CARE LICENSING	FBI Criminal Records Check	If the Licensee wishes to employ an individual with a conviction or plea of guilty or nolo contendere for the following nonviolent offenses, they shall submit a written request for a waiver prior to employment. (§ 20-38-103(e)(3)(A) Act 990 of 2013) The waiver may be approved if all the following conditions are met: <ul style="list-style-type: none"> <li>• The individual has completed probation or parole supervision</li> <li>• The individual has paid all court ordered fees, fines, and restitution</li> <li>• The individual has fully complied with all court orders pertaining to the conviction or plea</li> </ul>	Interference with visitation § 5-26-501;

100.109.6g	CHILD CARE LICENSING	FBI Criminal Records Check	<p>If the Licensee wishes to employ an individual with a conviction or plea of guilty or nolo contendere for the following nonviolent offenses, they shall submit a written request for a waiver prior to employment. (§ 20-38-103(e)(3)(A) Act 990 of 2013) The waiver may be approved if all the following conditions are met:</p> <ul style="list-style-type: none"> <li>• The individual has completed probation or parole supervision</li> <li>• The individual has paid all court ordered fees, fines, and restitution</li> <li>• The individual has fully complied with all court orders pertaining to the conviction or plea</li> </ul>	Interference with court-ordered visitation § 5-26-502;
100.109.6h	CHILD CARE LICENSING	FBI Criminal Records Check	<p>If the Licensee wishes to employ an individual with a conviction or plea of guilty or nolo contendere for the following nonviolent offenses, they shall submit a written request for a waiver prior to employment. (§ 20-38-103(e)(3)(A) Act 990 of 2013) The waiver may be approved if all the following conditions are met:</p> <ul style="list-style-type: none"> <li>• The individual has completed probation or parole supervision</li> <li>• The individual has paid all court ordered fees, fines, and restitution</li> <li>• The individual has fully complied with all court orders pertaining to the conviction or plea</li> </ul>	Prostitution § 5-70-102; and
100.109.6i	CHILD CARE LICENSING	FBI Criminal Records Check	<p>If the Licensee wishes to employ an individual with a conviction or plea of guilty or nolo contendere for the following nonviolent offenses, they shall submit a written request for a waiver prior to employment. (§ 20-38-103(e)(3)(A) Act 990 of 2013) The waiver may be approved if all the following conditions are met:</p> <ul style="list-style-type: none"> <li>• The individual has completed probation or parole supervision</li> <li>• The individual has paid all court ordered fees, fines, and restitution</li> <li>• The individual has fully complied with all court orders pertaining to the conviction or plea</li> </ul> <p>The waiver will be revoked if after employment the individual pleads guilty or nolo contendere or is found guilty of any prohibited offense (including the list above a-i) or has a true or founded report of child maltreatment or adult maltreatment in a central registry.</p>	Patronizing a prostitute § 5-70-203;
100.109.7	CHILD CARE LICENSING	FBI Criminal Records Check		
100.109.8	CHILD CARE LICENSING	FBI Criminal Records Check	The request for waiver and certification of approval shall be kept in the individual's file for the term of employment and three (3) years after termination of employment.	
100.109.9	CHILD CARE LICENSING	FBI Criminal Records Check	If approved, the waiver is not transferable to another licensed facility.	
200.201.1	ADMINISTRATION	Administrative Procedures	All staff, children, and home records shall be kept and made available to the Child Care Licensing Unit on request.	
200.201.10	ADMINISTRATION	Administrative Procedures	<p>The facility shall provide a copy of the list of Kindergarten Readiness Skills Calendar or Checklist, prepared by the Arkansas Department of Education (copies can be requested online, by phone, or by mail from the DHS DCCECE Program Support Unit), to the parents of all three (3) and four (4) year old children enrolled. (Act 825 of 2003) A statement signed by the parent that they have received a copy of the list, shall be maintained in the child's record.</p> <p>The caregiver shall not release a child to anyone whom is not immediately recognized as the child's parent or as someone on the authorized pick-up list unless:</p> <p>The caregiver shall not release a child to anyone whom is not immediately recognized as the child's parent or as someone on the authorized pick-up list unless:</p>	
200.201.11a	ADMINISTRATION	Administrative Procedures		The individual can provide an official picture identification (ID); and
200.201.11b	ADMINISTRATION	Administrative Procedures		The person in charge can match the ID to the individual named on the child's data sheet.
200.201.12	ADMINISTRATION	Administrative Procedures	Verification of permission for persons not on the authorized list shall be obtained by the caregiver by calling the parent at a number listed in the child's record. The caregiver shall view an official picture ID of the individual to verify identity.	
200.201.2	ADMINISTRATION	Administrative Procedures	Falsification of any document and submission of false information to the Division of Child Care and Early Childhood Education (DCCECE) may constitute grounds for revocation of the license. (Falsification means the submission of untrue information, whether by statement or omission.)	
200.201.3	ADMINISTRATION	Administrative Procedures	Any individual and related parties, on the Department of Human Services (DHS) Exclusion List pursuant to DHS Exclusion Policy 1088 shall not be eligible to be an owner or Person in Charge of any licensed Child Care Family Home.	
200.201.4	ADMINISTRATION	Administrative Procedures	All applicable health and fire regulations shall be met (see Regulation 301.4).	
200.201.5	ADMINISTRATION	Administrative Procedures	The home shall not exceed its licensed capacity at any time (see Regulation 801.3).	
200.201.6	ADMINISTRATION	Administrative Procedures	The caregiver shall provide prudent supervision of all staff and other persons in the Home, and is responsible for the health, welfare, and safety of the children in care.	
200.201.7	ADMINISTRATION	Administrative Procedures	The facility shall provide a written procedure for reporting suspected of child maltreatment. This procedure shall be followed and a call made to the Hot Line whenever there is a suspicion of child maltreatment (1-800-482-5964). These reports of child maltreatment shall include all allegations made to the Licensee by parents, staff members or the general public.	
200.201.8	ADMINISTRATION	Administrative Procedures	The facility shall provide a written procedure for reporting suspected licensing violations. Serious licensing violations shall be reported to the Licensing Unit. These include, but are not limited to, violations relating to transportation, inappropriate behavior guidance, leaving children unattended or unsupervised, staff/child ratio violations or any other violations or any other violation that could imminently affect the health and safety of children. Parents shall be informed in writing upon enrollment of their child that children may be subject to interviews by licensing staff, child maltreatment investigators, and/or law enforcement officials for the purpose of determining licensing compliance or for investigative purposes. Child interviews do not require parental notice or consent.	
200.201.9	ADMINISTRATION	Administrative Procedures		
300.301.10	PERSONNEL	Staff to Child Ratios	Additional staff provisions shall be made for enrollment of children with disabilities who require individual attention.	
300.301.1a	PERSONNEL	Staff to Child Ratios	ONE	Number of Children: 3-6 - Ages of Children: 0-up (no more than 3 under 2 years)



300.301.1b	PERSONNEL	Staff to Child Ratios	ONE	Number of Children: 7 - Ages of Children: 0-up (no more than 2 under 2 years)
300.301.1c	PERSONNEL	Staff to Child Ratios	ONE	Number of Children: 8 - Ages of Children: 0-up (no more than 1 under 2 years)
300.301.1d	PERSONNEL	Staff to Child Ratios	ONE	Number of Children: 9 - Ages of Children: 2-up (no more than 3 between 2 and 3 years)
300.301.1e	PERSONNEL	Staff to Child Ratios	ONE	Number of Children: 10 - Ages of Children: 3-up
300.301.2a	PERSONNEL	Staff to Child Ratios	TWO	Number of Children: 3-6 - Ages of Children: 0-up
300.301.2b	PERSONNEL	Staff to Child Ratios	TWO	Number of Children: 7 - Ages of Children: 0-up (no more than 4 under 2 years)
300.301.2c	PERSONNEL	Staff to Child Ratios	TWO	Number of Children: 8 - Ages of Children: 0-up (no more than 4 under 2 years)
300.301.2d	PERSONNEL	Staff to Child Ratios	TWO	Number of Children: 9 - Ages of Children: 0-up (no more than 4 under 2 years)
300.301.2e	PERSONNEL	Staff to Child Ratios	TWO	Number of Children: 10-14 - Ages of Children: 0-up (no more than 4 under 2 years)
300.301.2f	PERSONNEL	Staff to Child Ratios	TWO	Number of Children: 15-16 - Ages of Children: 0-up (no more than 2 under 2 years)
300.301.3a	PERSONNEL	Staff to Child Ratios	THREE	Number of Children: 7 - Ages of Children: 0-up (no more than 5 under 2 years)
300.301.3b	PERSONNEL	Staff to Child Ratios	THREE	Number of Children: 8 - Ages of Children: 0-up (no more than 5 under 2 years)
300.301.3c	PERSONNEL	Staff to Child Ratios	THREE	Number of Children: 9 - Ages of Children: 0-up (no more than 5 under 2 years)
300.301.3d	PERSONNEL	Staff to Child Ratios	THREE	Number of Children: 10-14 - Ages of Children: 0-up (no more than 5 under 2 years)
300.301.3e	PERSONNEL	Staff to Child Ratios	THREE	Number of Children: 15-16 - Ages of Children: 0-up (no more than 4 under 2 years)
300.301.4	PERSONNEL	Staff to Child Ratios	Fire inspection is mandatory for Homes licensed for eleven (11) or more children. Health inspection (food service) is mandatory for Homes licensed for eleven (11) or more children.	When a caregiver is not in the same room with children the children shall be frequently observed, and the caregiver shall remain close enough to easily hear them;
300.301.5a	PERSONNEL	Staff to Child Ratios	The caregiver shall be responsible for children in care at all times and shall exercise prudent supervision.	Doors to rooms where children are sleeping or playing within the home shall remain open and sleeping children shall be visually monitored and periodically checked to ensure they are breathing normally; and
300.301.5b	PERSONNEL	Staff to Child Ratios	The caregiver shall be responsible for children in care at all times and shall exercise prudent supervision.	The caregiver shall be present on the outdoor play area at all times when any children are present.
300.301.5c	PERSONNEL	Staff to Child Ratios	The caregiver shall be responsible for children in care at all times and shall exercise prudent supervision.	
300.301.6	PERSONNEL	Staff to Child Ratios	The caregiver shall not leave children unattended in the kitchen area of the home while any cooking is occurring.	
300.301.7	PERSONNEL	Staff to Child Ratios	Ironing shall not occur in the presence of the children.	
300.301.8	PERSONNEL	Staff to Child Ratios	The primary caregiver’s own preschool children shall be included in the caregiver to child ratio. The primary caregiver’s own school age children are not considered in the ratio.	
300.301.9	PERSONNEL	Staff to Child Ratios	A Licensed Home may care for two (2) school age children for a short time not to exceed a total of three (3) hours per day before or after a school day. These two (2) children shall not be counted in the caregiver to child ratio. School age children who are in care at times other than before or after a school day shall be included in the caregiver to child ratio. These same two (2) children may stay all day in care and not be counted in the ratio due to emergency school closings, such as inclement weather. The home’s capacity shall not be exceeded other than the above stated exemptions. If the attendance exceeds ten (10), fire approval is required.	
300.302.1	PERSONNEL	Homes Specializing in Infant Care: Staff to Child Ratio	Homes specializing in infant care shall maintain a 1:3 ratio.	
300.302.2	PERSONNEL	Homes Specializing in Infant Care: Staff to Child Ratio	Homes specializing in infant care shall have a Fire Department inspection and approval.	
300.303.1	PERSONNEL	Caregiver Qualifications and Responsibilities	The primary caregiver shall be twenty-one (21) years or older. A secondary caregiver shall be age eighteen (18) or older.	
300.303.10	PERSONNEL	Caregiver Qualifications and Responsibilities	Child Care Licensing may require a physician’s statement for any caregiver anytime behavioral or physical indicators warrant. Staff shall not engage in behavior that could be viewed as sexual, dangerous, exploitative, or physically harmful to children. A caregiver shall not use profanity or speak in an abusive manner when children are present.	
300.303.11	PERSONNEL	Caregiver Qualifications and Responsibilities	No caregiver shall consume or be under the influence of illegal drugs. (A drug test may be required if there is reasonable cause to suspect violation of this requirement and the issue cannot be otherwise resolved.) No caregiver shall consume or be under the influence of alcohol while delivering care. No caregiver shall consume or be under the influence of medications (prescription or non-prescription), which impair his or her ability to provide care.	
300.303.12	PERSONNEL	Caregiver Qualifications and Responsibilities	Newly licensed caregivers shall attend Family Child Care Provider Training and Business Administration Scale (BAS) training (or other approved tools that are considered equivalent in the state’s Quality Rating and Improvement System (QRIS) within the first six (6) months of being licensed.	
300.303.13	PERSONNEL	Caregiver Qualifications and Responsibilities	The Licensee shall notify the Licensing Unit within five (5) calendar days of any change in the person(s) designated as secondary caregivers.	
300.303.14	PERSONNEL	Caregiver Qualifications and Responsibilities	Primary caregivers licensed after November 1, 2002, and all secondary caregivers shall have a high school diploma or General Education Diploma (GED). If a diploma or proof of a GED is not available, a reasonable attempt to obtain a copy shall be documented.	
300.303.2	PERSONNEL	Caregiver Qualifications and Responsibilities		

300.303.3	PERSONNEL	Caregiver Qualifications and Responsibilities	<p>The primary caregiver shall not be otherwise employed during the time he or she is responsible for children in the home.</p> <p>Employment at other times shall not affect the quality of care given to the children. When two ( 2 ) persons are listed as joint holders of the license and are both primary caregivers, at least one (1) shall be present in the home while children are in care. (Also refer to Regulation 102.6.)</p>
300.303.4	PERSONNEL	Caregiver Qualifications and Responsibilities	<p>A caregiver shall not use profanity or speak in an abusive manner when children are present. The caregiver shall also cooperate with licensing staff during licensing monitor visits.</p> <p>The caregiver shall have a person who would be able to care for the children in the event of an emergency.</p>
300.303.5	PERSONNEL	Caregiver Qualifications and Responsibilities	
300.303.6	PERSONNEL	Caregiver Qualifications and Responsibilities	<p>All caregivers who work directly with children shall obtain at least fifteen (15) hours of training, including child development training, registered with the Division of Child Care and Early Childhood Education Professional Development (DCCECE) Registry, or Department of Education or Department of Higher Education approved training each year in continuing early childhood education.</p>
300.303.7a	PERSONNEL	Caregiver Qualifications and Responsibilities	<p>Proper supervision of children; Behavioral guidance practices; Safe sleep practices for infants; Shaken baby syndrome; which includes prevention (Carter’s Law, Act 1208); Appropriately responding to a crying, fussy, infant or child; Emergency procedures in the event of severe weather, or fire, including evacuation procedures and routes, and location, and use of fire extinguishers; Mandated reporter training; Administering medication; Caring for children with special needs or care plans; Transportation and car seat safety; Policies regarding release of children to authorized individuals; Prevention and control of infectious diseases; Building and physical premises safety, including the identification of, and protection from, hazards, bodies of water, and vehicular traffic; Nutritional and physical activities; Prevention and response to food sensitivities and allergic reactions; Basic child development; and The handling and storage of hazardous materials and the appropriate disposal of bio contaminants.</p>
300.303.7b	PERSONNEL	Caregiver Qualifications and Responsibilities	<p>Behavioral guidance practices;</p>
300.303.7c	PERSONNEL	Caregiver Qualifications and Responsibilities	<p>Safe sleep practices for infants;</p>
300.303.7d	PERSONNEL	Caregiver Qualifications and Responsibilities	<p>Shaken baby syndrome; which includes prevention (Carter’s Law, Act 1208);</p>
300.303.7e	PERSONNEL	Caregiver Qualifications and Responsibilities	<p>Appropriately responding to a crying, fussy, infant or child;</p>
300.303.7f	PERSONNEL	Caregiver Qualifications and Responsibilities	<p>Emergency procedures in the event of severe weather, or fire, including evacuation procedures and routes, and location, and use of fire extinguishers;</p>
300.303.7g	PERSONNEL	Caregiver Qualifications and Responsibilities	<p>Mandated reporter training;</p>
300.303.7h	PERSONNEL	Caregiver Qualifications and Responsibilities	<p>Administering medication;</p>
300.303.7i	PERSONNEL	Caregiver Qualifications and Responsibilities	<p>Caring for children with special needs or care plans;</p>
300.303.7j	PERSONNEL	Caregiver Qualifications and Responsibilities	<p>Transportation and car seat safety;</p>
300.303.7k	PERSONNEL	Caregiver Qualifications and Responsibilities	<p>Policies regarding release of children to authorized individuals;</p>

300.303.7i	PERSONNEL	Caregiver Qualifications and Responsibilities	<p>All caregivers, including volunteers who are counted in the ratios, shall receive the following orientation within three (3) months of employment (and every three (3) years thereafter) and shall not be left alone with children until this is completed. 1. Introduction (eight (8) clock hours):</p> <p>Prevention and control of infectious diseases;</p>
300.303.7m	PERSONNEL	Caregiver Qualifications and Responsibilities	<p>All caregivers, including volunteers who are counted in the ratios, shall receive the following orientation within three (3) months of employment (and every three (3) years thereafter) and shall not be left alone with children until this is completed. 1. Introduction (eight (8) clock hours):</p> <p>Building and physical premises safety, including the identification of, and protection from, hazards, bodies of water, and vehicular traffic;</p>
300.303.7n	PERSONNEL	Caregiver Qualifications and Responsibilities	<p>All caregivers, including volunteers who are counted in the ratios, shall receive the following orientation within three (3) months of employment (and every three (3) years thereafter) and shall not be left alone with children until this is completed. 1. Introduction (eight (8) clock hours):</p> <p>Nutrition and physical activities;</p>
300.303.7o	PERSONNEL	Caregiver Qualifications and Responsibilities	<p>All caregivers, including volunteers who are counted in the ratios, shall receive the following orientation within three (3) months of employment (and every three (3) years thereafter) and shall not be left alone with children until this is completed. 1. Introduction (eight (8) clock hours):</p> <p>Prevention and response to food sensitivities and allergic reactions;</p>
300.303.7p	PERSONNEL	Caregiver Qualifications and Responsibilities	<p>All caregivers, including volunteers who are counted in the ratios, shall receive the following orientation within three (3) months of employment (and every three (3) years thereafter) and shall not be left alone with children until this is completed. 1. Introduction (eight (8) clock hours):</p> <p>Basic child development; and</p>
300.303.7q	PERSONNEL	Caregiver Qualifications and Responsibilities	<p>All caregivers, including volunteers who are counted in the ratios, shall receive the following orientation within three (3) months of employment (and every three (3) years thereafter) and shall not be left alone with children until this is completed. 1. Introduction (eight (8) clock hours):</p> <p>The handling and storage of hazardous materials and the appropriate disposal of bio contaminants.</p>
300.303.8a	PERSONNEL	Caregiver Qualifications and Responsibilities	<p>At least one (1) caregiver who has a current certificate of successful completion of first aid and Cardiopulmonary Resuscitation (CPR) from an approved organization shall be on site at all times. If the home serves infants and toddlers, this training shall include infant and child CPR. (Infant and child CPR may be included in the basic course or in a separate course.)</p> <p>The curriculum shall conform to current American Heart Association or American Red Cross guidelines;</p>
300.303.8b	PERSONNEL	Caregiver Qualifications and Responsibilities	<p>At least one (1) caregiver who has a current certificate of successful completion of first aid and Cardiopulmonary Resuscitation (CPR) from an approved organization shall be on site at all times. If the home serves infants and toddlers, this training shall include infant and child CPR. (Infant and child CPR may be included in the basic course or in a separate course.)</p> <p>The curriculum shall require hands on, skill-based instruction, as well as practical testing. Training and certification that is provided solely online will not be accepted; and</p>
300.303.8c	PERSONNEL	Caregiver Qualifications and Responsibilities	<p>At least one (1) caregiver who has a current certificate of successful completion of first aid and Cardiopulmonary Resuscitation (CPR) from an approved organization shall be on site at all times. If the home serves infants and toddlers, this training shall include infant and child CPR. (Infant and child CPR may be included in the basic course or in a separate course.)</p> <p>The instructor shall be qualified and authorized to teach the curriculum and shall be certified by a nationally recognized organization. (Including but not limited to: Health and Safety Institute; Emergency Medical Services (EMS) Safety Services, Inc.)</p>
300.303.9	PERSONNEL	Caregiver Qualifications and Responsibilities	<p>All caregivers shall be physically and emotionally able to care for children.</p>
300.304.1	PERSONNEL	Volunteer Requirements	<p>Volunteers are those individuals who have routine contact with children and assist in the home. If they are left alone with children, considered in the staff to child ratios or given supervisory and disciplinary control over children, they shall be considered staff and must meet caregiver qualifications and responsibilities. (Section 303)</p>
300.304.2	PERSONNEL	Volunteer Requirements	<p>All volunteers in a Registered Child Care Family Home shall be eighteen (18) years of age or older unless the volunteer is under the direct supervision of the licensee and has been approved on an individual basis by the Child Care Licensing Unit.</p>
300.304.3	PERSONNEL	Volunteer Requirements	<p>Volunteers who have routine contact with children, shall have on file a maltreatment Central Registry check. An exception shall be given to parents who volunteer on field trips but are not left alone with children. Child Maltreatment Central Registry checks for volunteers under eighteen (18) years of age must include a parent's signature.</p>
300.304.4	PERSONNEL	Volunteer Requirements	<p>Individuals who provide health services or program enrichment activities on a limited basis are not considered volunteers. The home shall retain a register of such persons listing name, organization address, telephone number, date, and time in the center. (Note: This section does not apply to therapists or others who have routine contact with children. Therapists who are not left alone with children are required to have child maltreatment background checks. Therapists who are left alone with children at any time are subject to all background checks required for personnel. The therapist is entitled to a copy of the initial background or maltreatment check results and may share a copy with other facilities in which the therapist may be working.)</p>
300.305.1	PERSONNEL	Student Observers	<p>Students visiting the home on a regular or periodic basis to observe classroom activities or for other similar purposes shall not be counted in the staff to child ratio, shall not have disciplinary control over children, and shall not be left alone with children. These individuals shall have a child maltreatment background check on file.</p>
300.305.2	PERSONNEL	Student Observers	<p>Students that are conducting practicum, student teaching, or working in the same capacity as an employee or volunteer must meet the criteria in the appropriate section. (Sections 304 and 305)</p>
300.306.1	PERSONNEL	Adults in the Home	<p>The caregiver(s) shall provide a clear statement regarding the presence of any other adults eighteen (18) years of age and above who remain in the home during any hours in which care is being given. Such persons shall not present a threat to the safety or welfare of children.</p>
300.306.2	PERSONNEL	Adults in the Home	<p>The home shall have additional staff when there are persons in the home who require constant or routine care.</p>

400.401.1	PROGRAM AND ACTIVITIES	Program Requirements	There shall be a posted daily schedule, which includes age-appropriate activities, including alternating periods of active play and quiet activities throughout the day.	
400.401.10a	PROGRAM AND ACTIVITIES	Program Requirements	Children shall have a variety of toys, books, creative materials, and equipment that is easily accessible and arranged to support learning. This includes equipment for:	Large muscle activities (such as climbing and running); and
400.401.10b	PROGRAM AND ACTIVITIES	Program Requirements	Children shall have a variety of toys, books, creative materials, and equipment that is easily accessible and arranged to support learning. This includes equipment for:	Manipulative activities (such as things done with the hands).
400.401.11a	PROGRAM AND ACTIVITIES	Program Requirements	The use of television, DVD, video cassette viewing, and computer or video games and other screen time activities shall meet the following requirements:	Shall be limited to programs which are age-appropriate (It is recommended that programs have educational value);
400.401.11b	PROGRAM AND ACTIVITIES	Program Requirements	The use of television, DVD, video cassette viewing, and computer or video games and other screen time activities shall meet the following requirements:	Shall not exceed one (1) hour daily per child or group of children. (Children shall not be required to participate in screen time activities and shall be offered other choices. Viewing time may be extended for special events or occasions such as a current event, holiday or birthday celebration, or for the occasional viewing of age appropriate movies or other programs that may exceed one hour in length); and
400.401.11c	PROGRAM AND ACTIVITIES	Program Requirements	The use of television, DVD, video cassette viewing, and computer or video games and other screen time activities shall meet the following requirements:	Computer learning periods for children below age five (5) may not exceed two (2) hours a day per child or group of children.
400.401.12	PROGRAM AND ACTIVITIES	Program Requirements	A verbal or written system of communication shall be used by caregivers to share with parents or guardians and day-to-day happenings, such as significant changes in a child's physical or emotional state or information regarding any known cuts, bruises, or injuries that may require attention or evaluation by a physician.	
400.401.13	PROGRAM AND ACTIVITIES	Program Requirements	It is recommended that the caregiver encourage parents to be involved in planning and participating in activities at the Child Care Family Home.	
400.401.14	PROGRAM AND ACTIVITIES	Program Requirements	The caregiver shall distribute materials developed or approved by the Department of Health on prevention of Shaken Baby Syndrome to all parents of infants, upon enrollment. (Carter's Law, Act 1208)	
400.401.15	PROGRAM AND ACTIVITIES	Program Requirements	Photos or video recordings shall not be made of any child without prior written parental permission.	
400.401.16	PROGRAM AND ACTIVITIES	Program Requirements	Photos or video recordings of children shall not be placed on social media web sites without prior written parental permission.	
400.401.2	PROGRAM AND ACTIVITIES	Program Requirements	Staff shall plan and provide experiences that meet children's needs and stimulate learning in the following developmental areas: physical, social and emotional, creative and aesthetic, cognitive and intellectual and language, found in "Arkansas's Early Learning Standards." (Experiences that promote self-concept development for infant and toddlers shall also be provided if that age group is in care.)	
400.401.3a	PROGRAM AND ACTIVITIES	Program Requirements	There shall be meaningful interaction between staff and children, to include but not limited to the following:	Comfort children who are upset;
400.401.3b	PROGRAM AND ACTIVITIES	Program Requirements	There shall be meaningful interaction between staff and children, to include but not limited to the following:	Engage in frequent, multiple, and rich social interchanges such as smiling, talking, touching and singing;
400.401.3c	PROGRAM AND ACTIVITIES	Program Requirements	There shall be meaningful interaction between staff and children, to include but not limited to the following:	Interact with children by being their play partner as well as protector;
400.401.3d	PROGRAM AND ACTIVITIES	Program Requirements	There shall be meaningful interaction between staff and children, to include but not limited to the following:	Help children identify and label feelings by being attuned to children's needs;
400.401.3e	PROGRAM AND ACTIVITIES	Program Requirements	There shall be meaningful interaction between staff and children, to include but not limited to the following:	Communicate consistently with parents or guardians; and
400.401.3f	PROGRAM AND ACTIVITIES	Program Requirements	There shall be meaningful interaction between staff and children, to include but not limited to the following:	Interact with children and develop a relationship in the context of everyday routines.
400.401.4	PROGRAM AND ACTIVITIES	Program Requirements	The caregiver(s) shall not engage in activities or experiences which may be damaging to children's self esteem and positive self-image.	
400.401.5	PROGRAM AND ACTIVITIES	Program Requirements	There shall be an opportunity for a supervised rest period that does not exceed two (2) hours.	
400.401.6a	PROGRAM AND ACTIVITIES	Program Requirements	There shall be an opportunity for a supervised rest period.	The supervised rest period shall be at least one (1) hour but shall not exceed two (2) hours; and
400.401.6b	PROGRAM AND ACTIVITIES	Program Requirements	There shall be an opportunity for a supervised rest period.	If children do not fall asleep, they shall be allowed to participate in a quiet activity either on their cots, in the area, or in another room under direct supervision.
400.401.8	PROGRAM AND ACTIVITIES	Program Requirements	There shall be a total of 30 minutes per day of moderate to vigorous physical activity. This could be included in outdoor play time if it meets this criterion.	
400.401.8a	PROGRAM AND ACTIVITIES	Program Requirements	There shall be a total of thirty (30) minutes per day of moderate to vigorous physical activity. This could be included in outdoor play time if it meets this criterion.	When the heat index is forecast to be ninety (90) degrees or above, it is recommended that outdoor play be scheduled during early morning hours or the length of time spent outdoors should be reduced to avoid heat stress;
400.401.8b	PROGRAM AND ACTIVITIES	Program Requirements	There shall be a total of thirty (30) minutes per day of moderate to vigorous physical activity. This could be included in outdoor play time if it meets this criterion.	When outdoor play occurs during the hotter part of the day, it is recommended that children have a shaded area, an ample supply of water, and should be monitored closely for signs of heat stress; and
400.401.8c	PROGRAM AND ACTIVITIES	Program Requirements	There shall be a total of thirty (30) minutes per day of moderate to vigorous physical activity. This could be included in outdoor play time if it meets this criterion.	When outdoor play occurs during the winter months and when temperatures are extremely cold, it is recommended that the time scheduled for outdoor play be reduced or suspended depending on the temperature and other weather conditions.
400.401.9	PROGRAM AND ACTIVITIES	Program Requirements	Indoor activity equipment shall be adequate for the number and ages of children in the home to meet their physical and developmental needs.	
400.402.1	PROGRAM AND ACTIVITIES	Infant and Toddler Specific Program Requirements	Infants shall be carefully supervised at all times.	
400.402.10	PROGRAM AND ACTIVITIES	Infant and Toddler Specific Program Requirements	Infants' sleep space (e.g. crib) shall be free of loose bedding. If a light blanket is necessary, it is recommended that it be kept at or below the mid-chest area of the child. Staff shall not cover the faces of infants.	

400.402.11	PROGRAM AND ACTIVITIES	Infant and Toddler Specific Program Requirements	Pacifiers, if used, shall not be secured around the neck by a cord or by any other means that could represent a strangulation hazard.	
400.402.12	PROGRAM AND ACTIVITIES	Infant and Toddler Specific Program Requirements	Pillows (including nursing or “boppy” pillows), bumpers and bumper pads and stuffed animals shall not be placed in cribs. Toys or materials used by younger children shall not be small enough to be swallowed.	
400.402.13	PROGRAM AND ACTIVITIES	Infant and Toddler Specific Program Requirements		
400.402.14	PROGRAM AND ACTIVITIES	Infant and Toddler Specific Program Requirements	Toys used by infants and toddlers shall be safe and sanitized as needed to help prevent the spread of contagious diseases. Toys that cannot be cleaned and sanitized shall not be used. Safety straps shall be used on all equipment originally manufactured with safety straps.	
400.402.15	PROGRAM AND ACTIVITIES	Infant and Toddler Specific Program Requirements		
400.402.2	PROGRAM AND ACTIVITIES	Infant and Toddler Specific Program Requirements	The caregiver shall provide a safe and clean learning environment, both indoors and outdoors, with age-appropriate materials and equipment arranged to support learning. Infants and toddlers shall have a learning and play environment that shall include staff being on their level interacting with them frequently when they are awake.	
400.402.3	PROGRAM AND ACTIVITIES	Infant and Toddler Specific Program Requirements		
400.402.4a	PROGRAM AND ACTIVITIES	Infant and Toddler Specific Program Requirements	The caregiver shall implement relationship-based practices that promote consistency and continuity of care for infants and toddlers. Infant and toddler caregivers and teachers shall:	Respond promptly to cries and calls of distress by verbally acknowledging, gently touching, and holding children;
400.402.4b	PROGRAM AND ACTIVITIES	Infant and Toddler Specific Program Requirements	The caregiver shall implement relationship-based practices that promote consistency and continuity of care for infants and toddlers. Infant and toddler caregivers and teachers shall:	Engage children in frequent rich social exchanges in a variety of ways. For example, holding, patting, making frequent eye contact, smiling, singing, and using a pleasant calm voice in conversation;
400.402.4c	PROGRAM AND ACTIVITIES	Infant and Toddler Specific Program Requirements	The caregiver shall implement relationship-based practices that promote consistency and continuity of care for infants and toddlers. Infant and toddler caregivers and teachers shall:	Engage children in frequent positive social exchanges during routine care such as eating, diaper changing, toileting, and preparing for rest;
400.402.4d	PROGRAM AND ACTIVITIES	Infant and Toddler Specific Program Requirements	The caregiver shall implement relationship-based practices that promote consistency and continuity of care for infants and toddlers. Infant and toddler caregivers and teachers shall:	Provide consistent emotional support to infant and toddlers by acknowledging their feelings and emotions and providing physical and verbal support;
400.402.4e	PROGRAM AND ACTIVITIES	Infant and Toddler Specific Program Requirements	The caregiver shall implement relationship-based practices that promote consistency and continuity of care for infants and toddlers. Infant and toddler caregivers and teachers shall:	Communicate consistently with parents and guardians by greeting them warmly and exchanging information that promotes continuity between the center and the child’s home; and
400.402.4f	PROGRAM AND ACTIVITIES	Infant and Toddler Specific Program Requirements	The caregiver shall implement relationship-based practices that promote consistency and continuity of care for infants and toddlers. Infant and toddler caregivers and teachers shall:	Engage in play activities with children by providing a safe environment to explore, model play behavior such as imagination and use of toys and equipment, and provide verbal encouragement and support
400.402.5	PROGRAM AND ACTIVITIES	Infant and Toddler Specific Program Requirements	Infants shall be taken outside for a period of time every day, unless prevented by weather or special medical reasons.	
400.402.6	PROGRAM AND ACTIVITIES	Infant and Toddler Specific Program Requirements	Outdoor play for infants and toddlers may include riding in a stroller. However, infants and toddlers shall be offered opportunities for gross motor play outdoors as well.	
400.402.7	PROGRAM AND ACTIVITIES	Infant and Toddler Specific Program Requirements	If a child falls asleep while in a walker, swing, high chair, etc., that child shall be placed in appropriate sleep equipment. Infants and toddlers shall be placed in age appropriate cribs, cots, or mats meeting Consumer Product Safety Commission (CPSC) standards, when they fall asleep. (Note: Also, any items used in the crib must be used according to manufacturer guidelines, regardless if the child is sleeping or not, in accordance with 1001.1).	
400.402.8	PROGRAM AND ACTIVITIES	Infant and Toddler Specific Program Requirements		
400.402.9	PROGRAM AND ACTIVITIES	Infant and Toddler Specific Program Requirements	Infants (children twelve (12) months and below) shall be placed flat on their backs to sleep, in accordance with American Academy of Pediatrics guidelines, to lessen the risk of suffocation and Sudden Infant Death Syndrome (SIDS). (If a child rolls over on his or her own, the facility is not required to reposition the child.) If there is a medical reason a child cannot sleep on his or her back, then a signed statement from the child’s physician must be in the file stating the reason, the sleep position indicated, and the time frame this is required.	
400.403.1	PROGRAM AND ACTIVITIES	School Age Children: Program Requirements	School age children shall be provided with a choice of indoor and outdoor activities.	
400.403.2	PROGRAM AND ACTIVITIES	School Age Children: Program Requirements	A quiet time and a private place with appropriate equipment shall be provided for one (1) person activities, including resting and homework. (A supervised rest period as required by Section 401.3, does not apply to school age children.)	
400.403.3a	PROGRAM AND ACTIVITIES	School Age Children: Program Requirements	Permission from parents shall be on file for school age children to leave the Home.	School age children who leave the home to participate in classes, clubs, or other activities shall have written permission from the parents naming the activity, time of leaving and returning, and method of transportation to the activity; and
400.403.3b	PROGRAM AND ACTIVITIES	School Age Children: Program Requirements	Permission from parents shall be on file for school age children to leave the Home.	Permission for regularly scheduled activities such as scouting may be given for the entire school term. Night care is defined as any care provided after midnight.
400.404.1	PROGRAM AND ACTIVITIES	Evening and Night Care: Program Requirements	The caregiver shall remain awake at all times children are in care. (Alternative Compliance may be requested to allow the caregiver to sleep after the children are in bed for the night. For this request to be approved, consideration will be given to the overall level of licensing compliance, the use of motion detectors or other alarms to alert the caregiver if children leave the sleeping area, the ages, numbers, and sex of the children in overnight care and written notification to parents that the caregiver will be sleeping during overnight care.)	
400.404.2	PROGRAM AND ACTIVITIES	Evening and Night Care: Program Requirements	There shall be a plan for evacuating children to safety in case of fire or emergency.	
400.404.3	PROGRAM AND ACTIVITIES	Evening and Night Care: Program Requirements	Children arriving in the daylight hours shall have outdoor play, weather permitting. Older children shall have time for reading or doing homework during the school year.	



				Homes with only one (1) caregiver shall limit care to no more than two (2) shifts (eighteen (18) hours) per twenty-four (24) hour period. Homes offering twenty-four (24) hour care shall provide a schedule verifying that they have made provisions for a secondary caregiver to provide relief care for one (1) shift. (Alternative compliance may be requested by caregivers who provide twenty-four (24) hour care and who do not have a secondary caregiver. For this request to be approved, consideration will be given to the overall level of compliance with the licensing requirements and to the number and ages of children in care during the third shift.) Evening meals shall be served. The Licensee shall ensure that children spending the night are served breakfast.	
400.404.4	PROGRAM AND ACTIVITIES	Evening and Night Care: Program Requirements			
400.404.5	PROGRAM AND ACTIVITIES	Evening and Night Care: Program Requirements			
400.404.6	PROGRAM AND ACTIVITIES	Evening and Night Care: Program Requirements		Drinking water shall be available to children during the night.	
400.404.7	PROGRAM AND ACTIVITIES	Evening and Night Care: Program Requirements		Bathing facilities shall be available. Hot water shall be available. Children shall not take baths together or share the same bath water. Tubs or showers shall be cleaned after each use. Children shall be given fresh washcloths and towels. Preschool children shall never be left alone when bathing. Privacy shall be ensured for school age children.	
400.404.8a	PROGRAM AND ACTIVITIES	Evening and Night Care: Program Requirements		Each child in night care shall be given a bed or cot with mattress or pad and a pillow.	If linens become soiled, they shall be changed. Protective mattress covers shall be used and washed at least weekly;
400.404.8b	PROGRAM AND ACTIVITIES	Evening and Night Care: Program Requirements		Each child in night care shall be given a bed or cot with mattress or pad and a pillow.	Each child's bed or cot shall have a cover available; and
400.404.8c	PROGRAM AND ACTIVITIES	Evening and Night Care: Program Requirements		Each child in night care shall be given a bed or cot with mattress or pad and a pillow.	Bed or cots shall be arranged at least one foot (1') apart.
500.501.1a	BEHAVIOR GUIDANCE	Behavior Guidance Requirements		Behavior guidance shall be:	Individualized and consistent for each child; and
500.501.1b	BEHAVIOR GUIDANCE	Behavior Guidance Requirements		Behavior guidance shall be: Use of behavior guidance shall show that the caregiver understands each child's needs and shall promote self-discipline and good behavior.	Appropriate to the child's level of understanding
500.501.2	BEHAVIOR GUIDANCE	Behavior Guidance Requirements			
500.501.3a	BEHAVIOR GUIDANCE	Behavior Guidance Requirements		Acceptable behavior guidance techniques include:	Look for appropriate behavior and reinforce the children with praise and encouragement when they are behaving well;
500.501.3b	BEHAVIOR GUIDANCE	Behavior Guidance Requirements		Acceptable behavior guidance techniques include:	Remind the children daily of the rules by using clear, positive statements of how they are expected to behave rather than what they are not supposed to do;
500.501.3c	BEHAVIOR GUIDANCE	Behavior Guidance Requirements		Acceptable behavior guidance techniques include:	Attempt to ignore minor inappropriate behaviors and concentrate on what the child is doing properly;
500.501.3d	BEHAVIOR GUIDANCE	Behavior Guidance Requirements		Acceptable behavior guidance techniques include:	Use brief supervised separation from the group only when the child does not respond to a verbal command which instructs the child as to how he or she is supposed to behave;
500.501.3e	BEHAVIOR GUIDANCE	Behavior Guidance Requirements		Acceptable behavior guidance techniques include:	When a misbehaving child begins to behave appropriately, encourage and praise small positive steps rather than waiting until the child has behaved well for a long period of time;
500.501.3f	BEHAVIOR GUIDANCE	Behavior Guidance Requirements		Acceptable behavior guidance techniques include:	Attend to the children who are behaving appropriately, and other children will follow their example in order to obtain your attention; and
500.501.3g	BEHAVIOR GUIDANCE	Behavior Guidance Requirements		Acceptable behavior guidance techniques include:	When the entire group is behaving well, reward them with an activity they enjoy.
500.501.4	BEHAVIOR GUIDANCE	Behavior Guidance Requirements		Physical punishment shall not be administered to children. The length of time a child is placed in time-out shall not exceed one (1) minute per year of the child's age.	
500.501.5	BEHAVIOR GUIDANCE	Behavior Guidance Requirements			
500.501.6a	BEHAVIOR GUIDANCE	Behavior Guidance Requirements		The following activities are unacceptable as behavior guidance measures and shall not be used. These include but are not limited to:	Using restraints (Restraining a child briefly by holding the child is allowed when the child's actions place the child or others at risk of injury);
500.501.6b	BEHAVIOR GUIDANCE	Behavior Guidance Requirements		The following activities are unacceptable as behavior guidance measures and shall not be used. These include but are not limited to:	Washing mouth with soap;
500.501.6c	BEHAVIOR GUIDANCE	Behavior Guidance Requirements		The following activities are unacceptable as behavior guidance measures and shall not be used. These include but are not limited to:	Taping or obstructing a child's mouth;
500.501.6d	BEHAVIOR GUIDANCE	Behavior Guidance Requirements		The following activities are unacceptable as behavior guidance measures and shall not be used. These include but are not limited to:	Placing unpleasant or painful tasting substances in mouth, on lips, etc.;
500.501.6e	BEHAVIOR GUIDANCE	Behavior Guidance Requirements		The following activities are unacceptable as behavior guidance measures and shall not be used. These include but are not limited to:	Using profane or abusive language;
500.501.6f	BEHAVIOR GUIDANCE	Behavior Guidance Requirements		The following activities are unacceptable as behavior guidance measures and shall not be used. These include but are not limited to:	Isolating a child without supervision;
500.501.6g	BEHAVIOR GUIDANCE	Behavior Guidance Requirements		The following activities are unacceptable as behavior guidance measures and shall not be used. These include but are not limited to:	Placing child in dark area;
500.501.6h	BEHAVIOR GUIDANCE	Behavior Guidance Requirements		The following activities are unacceptable as behavior guidance measures and shall not be used. These include but are not limited to:	Inflicting physical pain, hitting, pinching, pulling hair, slapping, kicking, twisting arms, biting or biting back, spatting, swatting, etc.;
500.501.6i	BEHAVIOR GUIDANCE	Behavior Guidance Requirements		The following activities are unacceptable as behavior guidance measures and shall not be used. These include but are not limited to:	Yelling (This does not include a raised voice level to gain a child's attention to protect the child from risk of harm);
500.501.6j	BEHAVIOR GUIDANCE	Behavior Guidance Requirements		The following activities are unacceptable as behavior guidance measures and shall not be used. These include but are not limited to:	Forcing physical activity, such as running laps, doing push-ups, etc. (This does not include planned group physical education activities that are not punitive in nature);
500.501.6k	BEHAVIOR GUIDANCE	Behavior Guidance Requirements		The following activities are unacceptable as behavior guidance measures and shall not be used. These include but are not limited to:	Associating punishment with rest, toilet training, or illness;
500.501.6l	BEHAVIOR GUIDANCE	Behavior Guidance Requirements		The following activities are unacceptable as behavior guidance measures and shall not be used. These include but are not limited to:	Denying food (lunch or snacks) as punishment or punishing children for not eating;
500.501.6m	BEHAVIOR GUIDANCE	Behavior Guidance Requirements		The following activities are unacceptable as behavior guidance measures and shall not be used. These include but are not limited to:	Forcing or bribing a child to eat;

500.501.6n	BEHAVIOR GUIDANCE	Behavior Guidance Requirements	The following activities are unacceptable as behavior guidance measures and shall not be used. These include but are not limited to: The following activities are unacceptable as behavior guidance measures and shall not be used. These include but are not limited to:	Shaming, humiliating, frightening, physically or mentally harming children, or labeling children; and Covering the faces of children with blankets or similar items..
500.501.6o	BEHAVIOR GUIDANCE	Behavior Guidance Requirements		
500.501.7	BEHAVIOR GUIDANCE	Behavior Guidance Requirements	Posted group behavior charts shall not be used. (Individual behavior charts that are not viewable by children and individual charts used by therapists are allowable).	
500.502.1	BEHAVIOR GUIDANCE	Infant and Toddler Behavior Guidance Requirements	Time out shall not be used with children under the age of two (2). The only acceptable form of behavior guidance with infants and toddlers shall be redirection. (Brief separation from the group is acceptable when the child's behavior places the child, or others, at risk of harm. The child may be placed in a supervised area away from the group or in a crib or playpen while the caregiver attends to the situation. Example: A child who has bitten another child would be removed from the group, briefly, while the caregiver attends to the bitten child).	
600.601.1	RECORDS	Home Record	All employee, child, and home records shall be kept on site and made available to the Child Care Licensing Unit on request. All required records shall be maintained for three (3) years. (This includes records on children no longer enrolled). Licensing Compliance Form(s) (DCC-521) shall be maintained at the facility for three (3) years. The facility shall advise parents in writing that the compliance forms are available for review upon request.	
600.601.2	RECORDS	Home Record		Attendance records on all children to include the date and time of arrival and departure and daily parental signatures on the sign in and out forms; Transportation rosters, if applicable (maintain for one (1) year); Verification of required commercial vehicle insurance coverage, if applicable;
600.601.3a	RECORDS	Home Record	Home records that are required to be kept are as follows:	
600.601.3b	RECORDS	Home Record	Home records that are required to be kept are as follows:	
600.601.3c	RECORDS	Home Record	Home records that are required to be kept are as follows:	
600.601.3d	RECORDS	Home Record	Home records that are required to be kept are as follows:	Verification of Child Care Liability insurance; Verification of annual fire department approval, if applicable;
600.601.3e	RECORDS	Home Record	Home records that are required to be kept are as follows:	Verification of annual health department approval, if applicable;
600.601.3f	RECORDS	Home Record	Home records that are required to be kept are as follows:	Verification of zoning approval, if applicable (part of permanent record);
600.601.3g	RECORDS	Home Record	Home records that are required to be kept are as follows:	
600.601.3h	RECORDS	Home Record	Home records that are required to be kept are as follows:	Verification of annual approval by the Boiler Inspector Division of the Department of Labor; Mobile Home Commission approval, if applicable (part of permanent record);
600.601.3i	RECORDS	Home Record	Home records that are required to be kept are as follows:	Record of emergency drills;
600.601.3j	RECORDS	Home Record	Home records that are required to be kept are as follows:	Plans and procedures of Emergency Preparedness;
600.601.3k	RECORDS	Home Record	Home records that are required to be kept are as follows:	Procedures for reporting allegations of child maltreatment;
600.601.3l	RECORDS	Home Record	Home records that are required to be kept are as follows:	Log of Product Recall and Safety Notices from the Consumer Product Safety Commission (CPSC); and
600.601.3m	RECORDS	Home Record	Home records that are required to be kept are as follows:	Pet vaccinations.
600.601.3n	RECORDS	Home Record	Home records that are required to be kept are as follows:	An employee application for secondary caregivers, including name, date of birth, address, and telephone number;
600.602.1a	RECORDS	Caregiver Records	Caregiver records shall contain the following:	Documentation of high school diploma or GED, and continuing education hours (If these documents are no longer available, proof of reasonable effort to obtain the documentation is acceptable). (Clarification: Training hours will be counted on a calendar year basis or by the home's operating schedule if they do not operate year-round);
600.602.1b	RECORDS	Caregiver Records	Caregiver records shall contain the following:	
600.602.1c	RECORDS	Caregiver Records	Caregiver records shall contain the following:	Documentation of the initiation of all required background checks and results obtained; and Verification of required transportation training and current copy of the driver's license for caregiver(s) that transport children, if transporting.
600.602.1d	RECORDS	Caregiver Records	Caregiver records shall contain the following:	
600.603.1	RECORDS	Children's Records	Enrollment information shall be obtained for each child before admission.	
600.603.2a	RECORDS	Children's Records	Identifying and Personal Data shall include:	Child's name, birth date, home address, and telephone number;
600.603.2b	RECORDS	Children's Records	Identifying and Personal Data shall include:	Name and addresses of the parents and telephone numbers where the parents can be reached while the child is in care;
600.603.2c	RECORDS	Children's Records	Identifying and Personal Data shall include:	Date of enrollment in facility;
600.603.2d	RECORDS	Children's Records	Identifying and Personal Data shall include:	Name, address, and phone number of persons to be contacted if parents cannot be reached;
600.603.2e	RECORDS	Children's Records	Identifying and Personal Data shall include:	A written behavior guidance policy provided to parents, with a copy signed by the parents and retained by the caregiver; and Any legal documentation that has been given to the facility by the parent or legal guardian regarding the care of the child.
600.603.2f	RECORDS	Children's Records	Identifying and Personal Data shall include:	The name, address, and telephone number of the child's physician or emergency medical care facility;
600.603.3a	RECORDS	Children's Records	Medical Records shall include:	Pertinent past medical history on the child and any change in health;
600.603.3b	RECORDS	Children's Records	Medical Records shall include:	
600.603.3c	RECORDS	Children's Records	Medical Records shall include:	Child's unusual food needs such as special formulas, diabetic diet, or food allergies;
600.603.3d	RECORDS	Children's Records	Medical Records shall include:	Notes of special problems (such as allergies to medication or sunburn sensitivity), or needs as indicated by the parents;

					An authorized record of up-to-date immunizations or documentation of a religious, medical, or philosophical exemption from the Arkansas Department of Health (The caregiver shall maintain a roster of children who have not completed the minimum immunization requirements. A current immunization schedule is provided in the appendix of this publication);
600.603.3e	RECORDS	Children's Records	Medical Records shall include:		
600.603.3f	RECORDS	Children's Records	Medical Records shall include:		A written record shall be made of all accidents, incidents, or injuries, indicating the location, time of day, area, or piece of equipment where the incident occurred. A copy of this shall be given to the parent or legal guardian on the day of occurrence; and
600.603.3g	RECORDS	Children's Records	Medical Records shall include:		Any medical documentation that has been given to the facility, by the parent or legal guardian, regarding the care of the child. Consent for emergency medical care and transportation for such care which shall accompany children who are transported to and from the home;
600.603.4a	RECORDS	Children's Records	Permissions and Agreements will be signed by parents and caregiver(s):		Other transportation permission, if any, including routine and special field trips;
600.603.4b	RECORDS	Children's Records	Permissions and Agreements will be signed by parents and caregiver(s):		Permission to participate in water activities, if any;
600.603.4c	RECORDS	Children's Records	Permissions and Agreements will be signed by parents and caregiver(s):		Signed statement by the parent stating who is authorized to pick up the child;
600.603.4d	RECORDS	Children's Records	Permissions and Agreements will be signed by parents and caregiver(s):		Written permission for the facility to photograph or video tape their child, if applicable; and
600.603.4e	RECORDS	Children's Records	Permissions and Agreements will be signed by parents and caregiver(s):		
600.603.4f	RECORDS	Children's Records	Permissions and Agreements will be signed by parents and caregiver(s):		Written permission for the facility to place photos and video recordings of their child on social media or other web sites, if applicable.
600.603.5	RECORDS	Children's Records	Documentation of distribution of Shaken Baby Syndrome information to all parents of infants in accordance with Carter's Law. (Act 1208 of 2013)		
600.603.6	RECORDS	Children's Records	Infant feeding documentation shall be maintained for at least one (1) year.		
700.701.1	NUTRITION	Nutrition Requirements	A home licensed for eleven (11) or more children, if food is prepared for the children in the home, shall provide a current verification of approval by the Arkansas Department of Health, Sanitation Services.		
700.701.10	NUTRITION	Nutrition Requirements	All children in care during evening hours shall be offered an evening snack. Children in care during evening hours shall be served supper and children spending the night shall be served breakfast unless provided by parent or school.		
700.701.11	NUTRITION	Nutrition Requirements	It is recommended that food brought in from outside sources be in commercially pre-packaged containers or come from Health Department approved kitchens. This recommendation is based on concerns for the health and safety of children who may have severe food allergies, and the difficulty of monitoring ingredients in food brought in from home kitchens.		
700.701.12	NUTRITION	Nutrition Requirements	Children shall not be forced to eat.		
700.701.2a	NUTRITION	Nutrition Requirements	All licensed homes shall meet the following:		All food shall be safe and stored properly to prevent spoiling;
700.701.2b	NUTRITION	Nutrition Requirements	All licensed homes shall meet the following:		The home shall have a refrigerator with thermometer visible and the temperature shall be maintained at forty-one (41) degrees or below. (Freezer thermometer shall be maintained at zero (0) degrees or below);
700.701.2c	NUTRITION	Nutrition Requirements	All licensed homes shall meet the following:		Food shall not be stored under sinks;
700.701.2d	NUTRITION	Nutrition Requirements	All licensed homes shall meet the following:		Food shall be stored in original container or in a closed container;
700.701.2e	NUTRITION	Nutrition Requirements	All licensed homes shall meet the following:		Chemical and toxins shall not be stored in food storage area; and
700.701.2f	NUTRITION	Nutrition Requirements	All licensed homes shall meet the following:		All medicines shall be stored separately from food at all times.
700.701.3a	NUTRITION	Nutrition Requirements	All food and drink shall be prepared, distributed, and served under sanitary conditions and the following shall be met:		Caregivers shall wash hands before preparing food;
700.701.3b	NUTRITION	Nutrition Requirements	All food and drink shall be prepared, distributed, and served under sanitary conditions and the following shall be met:		There shall be a two (2) compartment sink with hot and cold running water;
700.701.3c	NUTRITION	Nutrition Requirements	All food and drink shall be prepared, distributed, and served under sanitary conditions and the following shall be met:		Individual drinking glasses or disposable cups shall be provided;
700.701.3d	NUTRITION	Nutrition Requirements	All food and drink shall be prepared, distributed, and served under sanitary conditions and the following shall be met:		All surfaces shall be kept sanitary;
700.701.3e	NUTRITION	Nutrition Requirements	All food and drink shall be prepared, distributed, and served under sanitary conditions and the following shall be met:		Food left uncovered or handled shall not be reused;
700.701.3f	NUTRITION	Nutrition Requirements	All food and drink shall be prepared, distributed, and served under sanitary conditions and the following shall be met:		When dishes are washed by hand, they shall be sanitized with a bleach solution; and
700.701.3g	NUTRITION	Nutrition Requirements	All food and drink shall be prepared, distributed, and served under sanitary conditions and the following shall be met:		Drinking water and water used for the preparation of formula shall not come from the hot water supply. (Water from hot water system may contain higher levels of lead and other substances which could be harmful to small children.)
700.701.4	NUTRITION	Nutrition Requirements	Food shall be served on individual plates, bowls, or other dishes that can be sanitized or discarded.		
700.701.5	NUTRITION	Nutrition Requirements	Age appropriate tables and chairs, highchairs, equipment designed for children, or other comfortable seating options shall be used during snack and meal time.		
700.701.6	NUTRITION	Nutrition Requirements	Breakfast, if served, lunch and evening meals shall each meet current U.S. Department of Agriculture guidelines, including portion size. (See Appendix A) If sack lunches are utilized, the home shall ensure that these also meet U.S. Department of Agriculture guidelines by supplementing the lunches if necessary. Milk shall be served to each child during the day. Exceptions may be made for children who suffer allergies to milk.		

700.701.7	NUTRITION	Nutrition Requirements	Menus for all meals and snacks shall be available for review.	
700.701.8	NUTRITION	Nutrition Requirements	Breakfast shall be made available to children who arrive before 7:00 a.m. Breakfast may be served to all children rather than a morning snack provided there is no more than three (3) hours between the beginning of breakfast and the beginning of lunch. Midmorning and mid-afternoon snacks shall be provided to all children and shall meet current U.S. Department of Agriculture guideline (See Appendix A).	
700.701.9	NUTRITION	Nutrition Requirements		
700.702.1	NUTRITION	Infant and Toddler Nutrition Requirements	The routine use of baby food, bottles, and formula shall be agreed upon by the caregiver and parent. Instructions regarding special needs for food, bottles, and formula, such as food allergies, shall be obtained in writing from the parent and followed by the caregiver (See Appendix B).	
700.702.10	NUTRITION	Infant and Toddler Nutrition Requirements	Infants no longer held for feeding shall either sit in low chairs at low tables or in infant seats with trays, or in high chairs with wide bases. Safety straps shall be used with high chairs.	
700.702.11	NUTRITION	Infant and Toddler Nutrition Requirements	Children under two (2) years of age shall not be fed foods that may cause choking, such as but not limited to hard candy, raw carrots, hot dogs, nuts, seeds, or popcorn.	
700.702.2	NUTRITION	Infant and Toddler Nutrition Requirements	Feedings for all children up to twelve (12) months of age shall be documented by the caregiver and available for review by the parent. This documentation shall continue for all children older than twelve (12) months of age who are still being given bottles. Children shall not share the same bottle.	
700.702.3	NUTRITION	Infant and Toddler Nutrition Requirements		
700.702.4	NUTRITION	Infant and Toddler Nutrition Requirements	A sanitary method of cleaning baby bottles shall be practiced. Baby bottles shall be properly refrigerated.	
700.702.5	NUTRITION	Infant and Toddler Nutrition Requirements	Microwaves shall not be used for heating bottles due to the danger of uneven heating.	
700.702.6	NUTRITION	Infant and Toddler Nutrition Requirements	Infant feeding schedules shall be flexible and adapted to each infant's needs.	
700.702.7	NUTRITION	Infant and Toddler Nutrition Requirements	The solid foods fed to an infant shall be determined by the child's parent(s).	
700.702.8	NUTRITION	Infant and Toddler Nutrition Requirements	Infants under six (6) months of age shall be held while being fed. Bottles shall not be propped. Infants six (6) months of age and older shall be held if needed.	
700.702.9	NUTRITION	Infant and Toddler Nutrition Requirements	The home's building, grounds and equipment shall be clean, kept in good repair, and maintained as needed to protect the health and safety of the children. If the home has sustained structural damage the caregiver shall immediately notify the Child Care Licensing Specialist.	
800.801.1	BUILDINGS	Building Requirements		
800.801.10	BUILDINGS	Building Requirements	Annual fire approval shall be obtained on all manufactured homes licensed as Child Care Family Homes.	
800.801.11	BUILDINGS	Building Requirements	Outdoor equipment that requires use zones and protective surfacing shall require the same use zones and protective surfacing if used inside the facility. (This does not apply to equipment specifically designed for indoor use only.)	
800.801.1a	BUILDINGS	Building Requirements	The home's building, grounds, and equipment shall be clean, kept in good repair, and maintained as needed to protect the health and safety of the children. If the home has sustained structural damage the caregiver shall immediately notify the Child Care Licensing Specialist.	The home uses wood, propane, natural gas, or any other products as a source of heat that can produce carbon monoxide indoors or in an attached garage; or
800.801.1b	BUILDINGS	Building Requirements	The home's building, grounds, and equipment shall be clean, kept in good repair, and maintained as needed to protect the health and safety of the children. If the home has sustained structural damage the caregiver shall immediately notify the Child Care Licensing Specialist.	Situations where carbon monoxide detectors are required by state or local law.
800.801.2	BUILDINGS	Building Requirements	Department of Labor, Boiler Inspection Division requirements shall be met. All water heaters and any other boilers in licensed child care settings shall be inspected on an annual basis and upon installation. Verification that initial inspection or proof of attempt to set up initial inspection, shall be completed within six (6) months of licensure. Scheduling and completion of annual inspections will be the responsibility of the Department of Labor; however, the facility is responsible for cooperating and keeping documentation of such inspection on file for review. (AR Code § 20-23-101 et seq.)	
800.801.3	BUILDINGS	Building Requirements	There shall be at least thirty-five (35) square feet of usable indoor space for each child in the Home. This area shall not include kitchens, bathrooms, hallways or closets.	
800.801.4	BUILDINGS	Building Requirements	The home shall have an operable telephone on site all hour(s) children are in care. The Licensee shall provide the phone number to the Licensing Unit and to the parents. (This phone may be a cell phone if the phone stays operable, stays at the facility during all hours of care, and is the phone number provided to the Licensing Unit and the parents.)	
800.801.5	BUILDINGS	Building Requirements	Light, heating, cooling, and ventilation of the home shall be adequate for safety and comfort.	
800.801.6	BUILDINGS	Building Requirements	Windows or doors used for ventilation shall be screened.	
800.801.7	BUILDINGS	Building Requirements	It is recommended that if natural gas or propane is used, the facility's heating systems be inspected and cleaned (if necessary) before each heating season by a qualified Heating, Ventilation, and Air Conditioning (HVAC) technician.	
800.801.9	BUILDINGS	Building Requirements	Manufactured homes, licensed as Child Care Family Home, shall be tied down and under-pinned as required by the Arkansas Manufactured Home Commission. The home shall obtain an inspection and approval from the Arkansas Manufactured Home Commission prior to being licensed.	
900.901.1	PLAYGROUNDS and OUTDOOR LEARNING ENVIRONMENTS	Layout and Design	A diagram of the playground shall be submitted, clearly identifying the perimeter of the playground, with measurements, and identifying each piece of equipment used by the children enrolled at the licensed facility. This documentation shall be in the form of a satellite photo, when possible, from an internet site such as Google Maps, or a diagram of the playground if a satellite photo is not available.	
900.901.2	PLAYGROUNDS and OUTDOOR LEARNING ENVIRONMENTS	Layout and Design	Any changes in the play area boundaries and/or equipment requested must be submitted in writing and approved prior to use.	

900.901.3	PLAYGROUNDS and OUTDOOR LEARNING ENVIRONMENTS	Layout and Design	All equipment and protective surfacing shall be installed and maintained according to manufacturer’s guidelines.	
900.901.4	PLAYGROUNDS and OUTDOOR LEARNING ENVIRONMENTS	Layout and Design	The play area or outdoor learning area shall be fenced or otherwise enclosed and provide at least seventy-five (75) square feet per child present on the playground at any time.	
900.901.5	PLAYGROUNDS and OUTDOOR LEARNING ENVIRONMENTS	Layout and Design	There shall be an outside exit from the play area.	
900.901.6	PLAYGROUNDS and OUTDOOR LEARNING ENVIRONMENTS	Layout and Design	The area shall be well drained.	
900.901.7	PLAYGROUNDS and OUTDOOR LEARNING ENVIRONMENTS	Layout and Design	There shall be equipment and activities appropriate for the age and number of children enrolled in the facility.	
900.901.8	PLAYGROUNDS and OUTDOOR LEARNING ENVIRONMENTS	Layout and Design	Separate play areas or time schedules shall be provided if, infants and toddlers share playgrounds with older children.	
900.901.9	PLAYGROUNDS and OUTDOOR LEARNING ENVIRONMENTS	Layout and Design	Areas where children play outdoors shall be properly maintained.	
900.902.1	PLAYGROUNDS and OUTDOOR LEARNING ENVIRONMENTS	General Hazards	The area shall be free of hazards or potentially hazardous objects. Equipment shall not have entanglement hazards. (An entanglement is a condition in which the user’s clothes, something around the user’s neck becomes caught or entwined on a component of playground equipment.)	
900.902.10	PLAYGROUNDS and OUTDOOR LEARNING ENVIRONMENTS	General Hazards	Trampolines shall not be used. (Therapeutic use of trampolines is acceptable if supervised by the therapist on a “one (1) on one (1)” basis.)	
900.902.11	PLAYGROUNDS and OUTDOOR LEARNING ENVIRONMENTS	General Hazards	Ball pits shall not be used. (Ball pits are large areas or “pits” filled with balls intended for children to jump in and play. Therapeutic use of ball pits is acceptable if supervised by the therapist on a “one (1) on one (1)” basis.)	
900.902.12	PLAYGROUNDS and OUTDOOR LEARNING ENVIRONMENTS	General Hazards	Wading pools shall not be used. This does not prohibit the use of sprinklers and water play.	
900.902.13	PLAYGROUNDS and OUTDOOR LEARNING ENVIRONMENTS	General Hazards	To prevent entrapment, there shall be no opening(s) between any interior opposing surfaces between three and a half inches (3.5) and nine inches (9"). (Openings in equipment that might allow a child’s body to pass through, but not their head.) Ground bounded openings are exempt."	
900.902.14	PLAYGROUNDS and OUTDOOR LEARNING ENVIRONMENTS	General Hazards	Providers and caregivers shall be aware of and remove when possible any hazardous items children may wear on play equipment such as helmets, drawstrings, and other accessories around the neck that may cause a strangulation/entanglement hazard.	
900.902.15	PLAYGROUNDS and OUTDOOR LEARNING ENVIRONMENTS	General Hazards	All children one (1) year of age and older shall wear properly fitted and approved helmets while riding bicycles, roller blades, roller skates, scooters, and skate boards. Helmets shall be removed as soon as children stop riding this equipment. Helmets shall meet Consumer Products Safety Commission (CPSC) standards. (Helmet use is recommended for children while riding tricycles and other wheeled toys.)	
900.902.16	PLAYGROUNDS and OUTDOOR LEARNING ENVIRONMENTS	General Hazards	All soccer goals shall be commercially manufactured, installed, and anchored according to manufacturer’s guidelines.	
900.902.17	PLAYGROUNDS and OUTDOOR LEARNING ENVIRONMENTS	General Hazards	Equipment that has been determined by the Division to be unsafe for the children shall be removed from the play area or enclosed by a fence or other suitable barrier so the children will not have access to it.	
900.902.2	PLAYGROUNDS and OUTDOOR LEARNING ENVIRONMENTS	General Hazards	All newly purchased playground equipment designed for children to play on or climb on, such as slides, swings, composite structures, etc., shall be commercially manufactured and certified to meet American Society for Testing and Materials (ASTM) or Consumer Products Safety Commission (CPSC) standards for public playgrounds.	
900.902.3	PLAYGROUNDS and OUTDOOR LEARNING ENVIRONMENTS	General Hazards	Equipment, which is designed to be anchored, shall be properly anchored so that the anchoring devices are below ground level. Sand for playing shall be kept safe and clean. Paint on equipment shall be lead free.	
900.902.4	PLAYGROUNDS and OUTDOOR LEARNING ENVIRONMENTS	General Hazards	All fasteners, including S-hooks, shall be securely tightened or closed.	
900.902.5	PLAYGROUNDS and OUTDOOR LEARNING ENVIRONMENTS	General Hazards	There shall be no sharp points, corners, edges, or splinters.	
900.902.6	PLAYGROUNDS and OUTDOOR LEARNING ENVIRONMENTS	General Hazards	Equipment shall not have protrusion hazards. (A protrusion is a projection which, when tested, is found to be a hazard having the potential to cause bodily injury to a user who impacts it.)	
900.902.7	PLAYGROUNDS and OUTDOOR LEARNING ENVIRONMENTS	General Hazards	Balance beams shall not be higher than twelve inches (12) and shall have use zones with protective surfacing."	
900.902.8	PLAYGROUNDS and OUTDOOR LEARNING ENVIRONMENTS	General Hazards	Children under age two (2) shall not use balance beams.	
900.902.9	PLAYGROUNDS and OUTDOOR LEARNING ENVIRONMENTS	General Hazards	Slides shall not have any spaces or gaps between the platform and the slide surface.	
900.903.1	PLAYGROUNDS and OUTDOOR LEARNING ENVIRONMENTS	Balance Beams	Slides shall have a transition platform of at least fourteen inches (14) deep for preschool and school age children, and nineteen inches (19") deep for toddlers."	
900.903.2	PLAYGROUNDS and OUTDOOR LEARNING ENVIRONMENTS	Balance Beams		
900.904.1	PLAYGROUNDS and OUTDOOR LEARNING ENVIRONMENTS	Slides		
900.904.2	PLAYGROUNDS and OUTDOOR LEARNING ENVIRONMENTS	Slides		
900.905.1a	PLAYGROUNDS and OUTDOOR LEARNING ENVIRONMENTS	Swings	The following swings shall not be used for any ages:	Multi-occupancy swings designed to hold more than one (1) child, except tire swings;
900.905.1b	PLAYGROUNDS and OUTDOOR LEARNING ENVIRONMENTS	Swings	The following swings shall not be used for any ages:	Heavy molded swings such as animal figure swings;
900.905.1c	PLAYGROUNDS and OUTDOOR LEARNING ENVIRONMENTS	Swings	The following swings shall not be used for any ages:	Free swinging rope (Tarzan ropes);
900.905.1d	PLAYGROUNDS and OUTDOOR LEARNING ENVIRONMENTS	Swings	The following swings shall not be used for any ages:	Swinging exercise rings;
900.905.1e	PLAYGROUNDS and OUTDOOR LEARNING ENVIRONMENTS	Swings	The following swings shall not be used for any ages:	Trapeze bars; or
900.905.1f	PLAYGROUNDS and OUTDOOR LEARNING ENVIRONMENTS	Swings		Swings attached to a composite structure (Composite Structure is defined by Consumer Products Safety Commission (CPSC) as, “Two (2) or more play structures attached or functionally linked, to create one (1) integral unit that provides more than one (1) play activity.”)
900.905.2	PLAYGROUNDS and OUTDOOR LEARNING ENVIRONMENTS	Swings	The following swings shall not be used for any ages:	
900.905.3	PLAYGROUNDS and OUTDOOR LEARNING ENVIRONMENTS	Swings	There shall be no wood or metal swing seats.	
900.905.4	PLAYGROUNDS and OUTDOOR LEARNING ENVIRONMENTS	Swings	Toddler swings shall have fully enclosed bucket seats.	
900.906.1	PLAYGROUNDS and OUTDOOR LEARNING ENVIRONMENTS	Climbing Equipment	Direct supervision shall be provided for children in toddler swings.	
900.906.2	PLAYGROUNDS and OUTDOOR LEARNING ENVIRONMENTS	Climbing Equipment	Free standing arch climbers shall not be used for preschoolers.	
			Flexible grid climbing devices, such as rope or chain ladders, climbing ropes, etc., shall be securely anchored at both ends.	



900.906.3	PLAYGROUNDS and OUTDOOR LEARNING ENVIRONMENTS	Climbing Equipment	Flexible grid climbing devices shall not be used for preschoolers unless they are anchored at both ends and have a means of transitioning from one (1) piece of equipment to the next. Preschoolers shall not use sliding poles.
900.906.4	PLAYGROUNDS and OUTDOOR LEARNING ENVIRONMENTS	Climbing Equipment	
900.906.5	PLAYGROUNDS and OUTDOOR LEARNING ENVIRONMENTS	Climbing Equipment	Sliding poles shall have no protruding welds or seams along the sliding surface and the pole shall not change directions. The only merry-go-rounds allowed are portable merry-go-rounds not designed to be anchored. Merry-go-rounds shall have handgrips or other secure means of holding on.
900.907.1	PLAYGROUNDS and OUTDOOR LEARNING ENVIRONMENTS	Merry-Go-Rounds	
900.907.2	PLAYGROUNDS and OUTDOOR LEARNING ENVIRONMENTS	Merry-Go-Rounds	
900.908.1	PLAYGROUNDS and OUTDOOR LEARNING ENVIRONMENTS	Seesaws	Seesaws without spring centering devices shall have shock absorbing materials, such as partial tires embedded in the ground underneath the seats or secured to the underside of the seats. Hand holds shall be provided for both hands at each seating position and shall not turn when grasped. Hand holds shall not protrude beyond the sides of the seat on seesaws.
900.908.2	PLAYGROUNDS and OUTDOOR LEARNING ENVIRONMENTS	Seesaws	
900.908.3	PLAYGROUNDS and OUTDOOR LEARNING ENVIRONMENTS	Seesaws	
900.909.1	PLAYGROUNDS and OUTDOOR LEARNING ENVIRONMENTS	Protective Surfacing	There shall be use zones and protective surfacing under and around all equipment that is over eighteen inches (18”) in height at the highest accessible point. (The highest accessible point is defined as the highest surface on the piece of equipment where children would stand or sit when the equipment is being used as intended). Use zones shall extend a minimum of six feet (6’) in all directions (unless otherwise specified) from the perimeter of the equipment. (Playground equipment that is between eighteen inches (18) and twenty-four inches (24”) at the highest accessible point and that was installed prior to the enforcement date of this revision is allowable without protective surfacing, as long as it meets all other requirements.)" Swings require use zones and protective surfacing regardless of height.
900.909.2	PLAYGROUNDS and OUTDOOR LEARNING ENVIRONMENTS	Protective Surfacing	
900.909.3a	PLAYGROUNDS and OUTDOOR LEARNING ENVIRONMENTS	Protective Surfacing	Use zone protective surfacing depths shall be as follows: Minimum compressed loose-fill protective surfacing depths Inches - Loose-Fill Material - Protects to Fall Height of:
900.909.3b	PLAYGROUNDS and OUTDOOR LEARNING ENVIRONMENTS	Protective Surfacing	Use zone protective surfacing depths shall be as follows: Minimum compressed loose-fill protective surfacing depths Inches - Loose-Fill Material - Protects to Fall Height of:
900.909.3c	PLAYGROUNDS and OUTDOOR LEARNING ENVIRONMENTS	Protective Surfacing	Use zone protective surfacing depths shall be as follows: Minimum compressed loose-fill protective surfacing depths Inches - Loose-Fill Material - Protects to Fall Height of:
900.909.3d	PLAYGROUNDS and OUTDOOR LEARNING ENVIRONMENTS	Protective Surfacing	Use zone protective surfacing depths shall be as follows: Minimum compressed loose-fill protective surfacing depths Inches - Loose-Fill Material - Protects to Fall Height of:
900.909.3e	PLAYGROUNDS and OUTDOOR LEARNING ENVIRONMENTS	Protective Surfacing	Use zone protective surfacing depths shall be as follows: Minimum compressed loose-fill protective surfacing depths Inches - Loose-Fill Material - Protects to Fall Height of:
900.909.4a	PLAYGROUNDS and OUTDOOR LEARNING ENVIRONMENTS	Protective Surfacing	Shock absorbent material such as sand, pea gravel, wood chips, wood mulch, shredded tires, etc., shall be used in use zone areas under and around playground equipment which requires a use zone.
900.909.4b	PLAYGROUNDS and OUTDOOR LEARNING ENVIRONMENTS	Protective Surfacing	Shock absorbent material such as sand, pea gravel, wood chips, wood mulch, shredded tires, etc., shall be used in use zone areas under and around playground equipment which requires a use zone.
900.909.4c	PLAYGROUNDS and OUTDOOR LEARNING ENVIRONMENTS	Protective Surfacing	Shock absorbent material such as sand, pea gravel, wood chips, wood mulch, shredded tires, etc., shall be used in use zone areas under and around playground equipment which requires a use zone.
900.909.5	PLAYGROUNDS and OUTDOOR LEARNING ENVIRONMENTS	Protective Surfacing	Hard surface materials, such as asphalt and concrete, shall not be used as base surfaces in the use zones except under commercial matting or other systems and products designed to be installed over hard surfaces as directed by the manufacturer.
900.909.6	PLAYGROUNDS and OUTDOOR LEARNING ENVIRONMENTS	Protective Surfacing	SLIDES: The use zone for slides measuring six feet (6') or over, measured from the slide platform to the ground, shall extend eight feet (8') from the exit end of the slide. Use zones for slides measuring under six feet (6') from the platform to the ground shall extend six feet (6') from the exit end of the slide.
900.909.7	PLAYGROUNDS and OUTDOOR LEARNING ENVIRONMENTS	Protective Surfacing	SWINGS: The use zone for single-axis swings (standard swings) (except toddler swings) shall extend to the front and to the rear of the swing a minimum distance of two (2) times the height of the pivot point (where the chain attaches to the frame) above the playing surface. The use zone for toddler swings shall extend to the front and rear of the swing a minimum of two (2) times the distance from the pivot point to the swing seat. Use zones shall also extend six feet (6') to the sides of the swing set. SWINGS: The use zone for multi-axis swings (such as tire swings or others with three (3) or more suspending chains) shall extend in all directions a minimum of six feet (6'), plus the height of the suspending rod or chain. The use zone from the end of the structure must also extend a minimum of six feet (6') in all directions.
900.909.8	PLAYGROUNDS and OUTDOOR LEARNING ENVIRONMENTS	Protective Surfacing	Use zones shall be free of obstacles onto which children may fall.
900.909.9	PLAYGROUNDS and OUTDOOR LEARNING ENVIRONMENTS	Protective Surfacing	
1000.1001.1	SLEEPING ARRANGEMENTS	Sleeping Arrangements Requirements	All manufacturer guidelines shall be followed for furniture and equipment that is used by or around children.
1000.1001.2	SLEEPING ARRANGEMENTS	Sleeping Arrangements Requirements	Any cribs or playpens that have been identified as unsafe or have been subject to recall as defined by the Consumer Products Safety Commission (CPSC) guidelines or law, shall be removed or repaired as indicated.

				Each child under twelve (12) months of age shall have a separate well-constructed baby bed or play pen with a waterproof mattress or pad which shall be clean, dry, and in good condition. Sheets and covers are required and shall be kept clean and dry. Bassinets shall not be used. (Please note that the CPSC does not recommend the use of playpens in licensed child care.) Waterbeds shall not be used for sleeping children under the age of two (2) years.	
1000.1001.3	SLEEPING ARRANGEMENTS		Sleeping Arrangements Requirements		
1000.1001.4	SLEEPING ARRANGEMENTS		Sleeping Arrangements Requirements		
1000.1001.5a	SLEEPING ARRANGEMENTS		Sleeping Arrangements Requirements	The following guidelines shall also be required for cribs:	Cribs that have end panels with decorative cutout areas shall not be used;
1000.1001.5b	SLEEPING ARRANGEMENTS		Sleeping Arrangements Requirements	The following guidelines shall also be required for cribs:	Mattresses shall fit snugly in the crib;
1000.1001.5c	SLEEPING ARRANGEMENTS		Sleeping Arrangements Requirements	The following guidelines shall also be required for cribs:	The space between crib and mattress shall measure no more than one inch (1);"
1000.1001.5d	SLEEPING ARRANGEMENTS		Sleeping Arrangements Requirements	The following guidelines shall also be required for cribs:	Corner post shall be the same height as end panels;
1000.1001.5e	SLEEPING ARRANGEMENTS		Sleeping Arrangements Requirements	The following guidelines shall also be required for cribs:	End panels shall extend below mattress at the lowest position of the mattress; and
1000.1001.5f	SLEEPING ARRANGEMENTS		Sleeping Arrangements Requirements	The following guidelines shall also be required for cribs: Each child twelve (12) months of age or older shall have a cot, bed, pallet, or mat which shall be placed at least one foot (1') apart. Sheets and covers are required. Bedding shall be of washable material and shall be kept clean. If mats or pallets are used on floors, floors shall be clean, warm, dry, and draft free. Any mat or pallet less than two inches (2) thick shall be placed on carpet."	Baby beds shall have slats no greater than two and three-eighths inches (2 3/8) apart."
1000.1001.6	SLEEPING ARRANGEMENTS		Sleeping Arrangements Requirements		
1000.1001.7	SLEEPING ARRANGEMENTS		Sleeping Arrangements Requirements	Doors in rooms where children are sleeping shall remain open. Swaddling of infants is not recommended and shall require a note from the child's physician if continued past the age of three (3) months.	
1000.1001.8	SLEEPING ARRANGEMENTS		Sleeping Arrangements Requirements		
1000.1001.9	SLEEPING ARRANGEMENTS		Sleeping Arrangements Requirements	Bibs, necklaces, and garments with ties or hoods shall be removed from infants prior to rest and naptime, to reduce the risk of entanglement and strangulation while sleeping.	
1100.1101.1	HEALTH		General Health Requirements	The home shall have an adequate supply of water that meets the Arkansas Health Department standards for drinking water. There shall be no adult in the home who poses a health risk to children in care.	
1100.1101.10	HEALTH		General Health Requirements		
1100.1101.11	HEALTH		General Health Requirements	It is recommended that staff who have direct contact with children receive annual Influenza (flu) immunizations. It is recommended that staff who have direct contact with children receive a one (1) time Tdap (Diphtheria, Tetanus, and Pertussis) immunization.	
1100.1101.12	HEALTH		General Health Requirements	It is recommended that staff who have direct contact with children be required to have the recommended series of immunizations for chicken pox, mumps, measles, and rubella or evidence of immunity.	
1100.1101.13	HEALTH		General Health Requirements	Water shall always be available to the children.	
1100.1101.2	HEALTH		General Health Requirements	The facility shall follow any health or medical care plans and/or medical documentation as provided by the child's physician, parent, or guardian.	
1100.1101.3	HEALTH		General Health Requirements	Garbage shall be kept in a closed container out of children's reach.	
1100.1101.4	HEALTH		General Health Requirements	All garbage, soiled diapers, and trash shall be removed from the home daily and grounds at least once a week.	
1100.1101.5	HEALTH		General Health Requirements	The home shall be free of insects and rodents.	
1100.1101.6	HEALTH		General Health Requirements	Water, sewage disposal, and toilet facilities shall be safe and sanitary. The Health Department may be consulted for its recommendation.	
1100.1101.7	HEALTH		General Health Requirements		
1100.1101.8a	HEALTH		General Health Requirements	Child Care Family Homes shall comply with the Clean Indoor Air Act of 2006. Smoking (including e cigarettes) in a Child Care Family Home is prohibited at all times. This includes:	All areas of the home, regardless of whether children are in care (includes time periods such as nights, weekends, holidays, etc., also includes office areas or other areas of the facility that share the same ventilation systems);
1100.1101.8b	HEALTH		General Health Requirements	Child Care Family Homes shall comply with the Clean Indoor Air Act of 2006. Smoking (including e cigarettes) in a Child Care Family Home is prohibited at all times. This includes:	Outdoor play area;
1100.1101.8c	HEALTH		General Health Requirements	Child Care Family Homes shall comply with the Clean Indoor Air Act of 2006. Smoking (including e cigarettes) in a Child Care Family Home is prohibited at all times. This includes:	Other outdoor areas when children are present on those areas; and
1100.1101.8d	HEALTH		General Health Requirements	Child Care Family Homes shall comply with the Clean Indoor Air Act of 2006. Smoking (including e cigarettes) in a Child Care Family Home is prohibited at all times. This includes:	In any vehicle used to transport children, whether children are present in the vehicle or not
1100.1101.9a	HEALTH		General Health Requirements	First-aid materials are required and shall be kept out of reach of children. A first aid kit containing medications shall be locked. The first-aid materials shall include:	Adhesive band-aids (various sizes);
1100.1101.9b	HEALTH		General Health Requirements	First-aid materials are required and shall be kept out of reach of children. A first aid kit containing medications shall be locked. The first-aid materials shall include:	Scissors;
1100.1101.9c	HEALTH		General Health Requirements	First-aid materials are required and shall be kept out of reach of children. A first aid kit containing medications shall be locked. The first-aid materials shall include:	Sterile gauze squares;
1100.1101.9d	HEALTH		General Health Requirements	First-aid materials are required and shall be kept out of reach of children. A first aid kit containing medications shall be locked. The first-aid materials shall include:	Roll of gauze bandages;
1100.1101.9e	HEALTH		General Health Requirements	First-aid materials are required and shall be kept out of reach of children. A first aid kit containing medications shall be locked. The first-aid materials shall include:	Adhesive tape;
1100.1101.9f	HEALTH		General Health Requirements	First-aid materials are required and shall be kept out of reach of children. A first aid kit containing medications shall be locked. The first-aid materials shall include:	Antiseptic;
1100.1101.9g	HEALTH		General Health Requirements	First-aid materials are required and shall be kept out of reach of children. A first aid kit containing medications shall be locked. The first-aid materials shall include:	Thermometer;
1100.1101.9h	HEALTH		General Health Requirements	First-aid materials are required and shall be kept out of reach of children. A first aid kit containing medications shall be locked. The first-aid materials shall include:	Tweezers; and
1100.1101.9i	HEALTH		General Health Requirements	First-aid materials are required and shall be kept out of reach of children. A first aid kit containing medications shall be locked. The first-aid materials shall include:	Disposable gloves.

1100.1102.1	HEALTH	Children’s Health	No child or staff shall be admitted who has a contagious or infectious disease.	
1100.1102.10a	HEALTH	Children’s Health	Reporting data should include:	The reporter’s name, location, and phone number;
1100.1102.10b	HEALTH	Children’s Health	Reporting data should include:	The name of disease reported and the date onset;
1100.1102.10c	HEALTH	Children’s Health	Reporting data should include:	The patient’s name, address, phone number, age, sex and race (Please spell the patient’s name);
1100.1102.10d	HEALTH	Children’s Health	Reporting data should include:	The attending physician’s name, location, and phone number;
1100.1102.10e	HEALTH	Children’s Health	Reporting data should include:	Any pertinent clinical and laboratory used in the diagnosis (Please give the laboratory name); and
1100.1102.10f	HEALTH	Children’s Health	Reporting data should include:	Any treatment information, if known.
1100.1102.11	HEALTH	Children’s Health	It is recommended that universal precautions be used when handling and disposing of materials containing bodily secretions such as wet or soiled diapers, fecal matter, etc. Universal precautions shall be used when handling items contaminated by blood. These items shall be disposed of separately and by using rubber gloves that shall be properly disposed of after each use. (Note: hands must be washed even after gloves are used.) Within fifteen (15) days of enrollment of a child, the home shall verify that the child has been immunized as required by the Arkansas Department of Health or the child cannot remain in care. (Arkansas Code § 20-78-206 as amended by Act 870 of 1997.) (A current immunization schedule is provided as an insert in this publication.)	
1100.1102.12	HEALTH	Children’s Health		
1100.1102.13	HEALTH	Children’s Health	Children shall be protected from overexposure to the sun. Sunscreen shall be used if needed and as directed by the parent. Suntan lotions and sunscreens used for infant, toddlers, and pre-school children shall be kept out of the children’s reach and shall be administered only with written parental permission. School age children may apply sunscreen to themselves with supervision. Blanket permission may be obtained annually. It is recommended that the facility have an automated external defibrillator on site and have a staff member(s) on-site who is trained in the proper use of this device.	
1100.1102.14	HEALTH	Children’s Health		
1100.1102.2	HEALTH	Children’s Health	The parent or legal guardian shall be notified as soon as possible when a child has any symptom that requires exclusion from the facility. The child shall be separated from other children and closely monitored until the parent arrives to pick the child up.	
1100.1102.3	HEALTH	Children’s Health	It is recommended that the caregiver determine if the illness prevents the child from participating comfortably in activities, results in a greater need for care than the child care staff can provide without compromising the health and safety of the other children, or poses a risk of spread of harmful diseases to others.	
1100.1102.4a	HEALTH	Children’s Health	The caregiver shall temporarily exclude from child care if child has:	Sudden change in behavior, such as: •Lethargy or lack of responsiveness; • Unexplained irritability or persistent crying; • Difficulty breathing; and • A quickly-spreading rash.
1100.1102.4b	HEALTH	Children’s Health	The caregiver shall temporarily exclude from child care if child has:	Fever over one hundred and one (101) degrees oral, one hundred (100) degrees axillary (or equivalent method) in a child who also has pain, behavior changes, or other symptoms of illness: • An infant younger than two (2) months with any increased temperature shall get urgent medical attention, within an hour. • An infant younger than six (6) months with any increased temperature shall be medically evaluated.
1100.1102.4c	HEALTH	Children’s Health	The caregiver shall temporarily exclude from child care if child has:	Diarrhea, defined as watery or runny stools if frequency exceeds two (2) or more stools above normal for that child, and is not related to a change in diet or medication (Exclusion from child care is required if diarrhea cannot be contained in the diaper or if diarrhea is causing soiled clothing in toilet-trained children);
1100.1102.4d	HEALTH	Children’s Health	The caregiver shall temporarily exclude from child care if child has:	Blood or mucus in stools (unless caused by hard stools); Vomiting illness (two (2) or more episodes of vomiting in the previous twenty-four (24) hours);
1100.1102.4e	HEALTH	Children’s Health	The caregiver shall temporarily exclude from child care if child has:	Abdominal pain which lasts more than two (2) hours;
1100.1102.4f	HEALTH	Children’s Health	The caregiver shall temporarily exclude from child care if child has:	
1100.1102.4g	HEALTH	Children’s Health	The caregiver shall temporarily exclude from child care if child has:	Mouth sores with drooling;
1100.1102.4h	HEALTH	Children’s Health	The caregiver shall temporarily exclude from child care if child has:	Rash with fever or behavior change;
1100.1102.4i	HEALTH	Children’s Health	The caregiver shall temporarily exclude from child care if child has:	Conjunctivitis or “pink eye” – with white, yellow, or green eye discharge and red (“bloodshot”) eyes, exclude only if child has: • Fever; • eye pain; • redness or swelling of the skin around the eyes; or • if more than one (1) child in the program has symptoms.
1100.1102.4j	HEALTH	Children’s Health	The caregiver shall temporarily exclude from child care if child has:	Pediculosis (head lice), from the end of the day until after the first treatment;
1100.1102.4k	HEALTH	Children’s Health	The caregiver shall temporarily exclude from child care if child has:	Active tuberculosis, until a health care provider or health official states that the child is on appropriate therapy and can attend child care;
1100.1102.4l	HEALTH	Children’s Health	The caregiver shall temporarily exclude from child care if child has:	Impetigo, until treatment has been started;
1100.1102.4m	HEALTH	Children’s Health	The caregiver shall temporarily exclude from child care if child has:	Strep throat, until twenty-four (24) hours after antibiotic treatment has been started;
1100.1102.4n	HEALTH	Children’s Health	The caregiver shall temporarily exclude from child care if child has:	Chicken pox, until all lesions have crusted (usually six (6) days after the rash appears);
1100.1102.4o	HEALTH	Children’s Health	The caregiver shall temporarily exclude from child care if child has:	Rubella, until six (6) days after onset of rash;
1100.1102.4p	HEALTH	Children’s Health	The caregiver shall temporarily exclude from child care if child has:	Pertussis (whooping cough); until five (5) days of antibiotic treatment;

1100.1102.4q	HEALTH	Children’s Health	The caregiver shall temporarily exclude from child care if child has:	Mumps, until five (5) days after onset of gland swelling;
1100.1102.4r	HEALTH	Children’s Health	The caregiver shall temporarily exclude from child care if child has:	Measles, until four (4) days after onset of rash; and
1100.1102.4s	HEALTH	Children’s Health	The caregiver shall temporarily exclude from child care if child has:	Hepatitis A, until one (1) week after onset of illness or as directed by the health department.
1100.1102.5	HEALTH	Children’s Health	Illness in the home shall be handled to protect all children in care.	
1100.1102.6	HEALTH	Children’s Health	In case of critical illness or injury, and if the parents cannot be reached, the physician named by the parent shall be called. If necessary, the child shall be taken to the nearest emergency room. Injuries that require the attention of medical personnel shall be reported to the parent immediately.	
1100.1102.7	HEALTH	Children’s Health	In case of critical illness or injury that requires the attention of medical personnel the Child Care Licensing Specialist shall be notified within one (1) business day.	
1100.1102.8a	HEALTH	Children’s Health	The caregiver shall notify the child’s parents of significant events that affect the children. This shall include, but is not limited to:	Cases of serious contagious disease; or
1100.1102.8b	HEALTH	Children’s Health	The caregiver shall notify the child’s parents of significant events that affect the children. This shall include, but is not limited to:	Any injury incurred by a child.
1100.1102.9a	HEALTH	Children’s Health	The communicable diseases listed in Appendix D, whether suspected in a child or adult, shall be reported within twenty-four (24) hours to either the local County Health Unit or the toll-free Reporting System (800-482-8888). Immediate notification is recommended for the following:	Hepatitis;
1100.1102.9b	HEALTH	Children’s Health	The communicable diseases listed in Appendix D, whether suspected in a child or adult, shall be reported within twenty-four (24) hours to either the local County Health Unit or the toll-free Reporting System (800-482-8888). Immediate notification is recommended for the following:	Rash illness (including Measles and Rubella);
1100.1102.9c	HEALTH	Children’s Health	The communicable diseases listed in Appendix D, whether suspected in a child or adult, shall be reported within twenty-four (24) hours to either the local County Health Unit or the toll-free Reporting System (800-482-8888). Immediate notification is recommended for the following:	WHOOPIING COUGH (Pertussis);
1100.1102.9d	HEALTH	Children’s Health	The communicable diseases listed in Appendix D, whether suspected in a child or adult, shall be reported within twenty-four (24) hours to either the local County Health Unit or the toll-free Reporting System (800-482-8888). Immediate notification is recommended for the following:	MENINGITIS;
1100.1102.9e	HEALTH	Children’s Health	The communicable diseases listed in Appendix D, whether suspected in a child or adult, shall be reported within twenty-four (24) hours to either the local County Health Unit or the toll-free Reporting System (800-482-8888). Immediate notification is recommended for the following:	MUMPS;
1100.1102.9f	HEALTH	Children’s Health	The communicable diseases listed in Appendix D, whether suspected in a child or adult, shall be reported within twenty-four (24) hours to either the local County Health Unit or the toll-free Reporting System (800-482-8888). Immediate notification is recommended for the following:	Tuberculosis;
1100.1102.9g	HEALTH	Children’s Health	The communicable diseases listed in Appendix D, whether suspected in a child or adult, shall be reported within twenty-four (24) hours to either the local County Health Unit or the toll-free Reporting System (800-482-8888). Immediate notification is recommended for the following:	Salmonellas (including typhoid); or
1100.1102.9h	HEALTH	Children’s Health	The communicable diseases listed in Appendix D, whether suspected in a child or adult, shall be reported within twenty-four (24) hours to either the local County Health Unit or the toll-free Reporting System (800-482-8888). Immediate notification is recommended for the following:	E-coli.
1100.1103.1	HEALTH	Toilet Arrangements	At least one (1) commode and one (1) sink shall be made available for the children’s use. Potty seats may be used by the younger children, if emptied, cleaned, and disinfected after each use. Potty seats shall be located in the bathroom only.	
1100.1103.10	HEALTH	Toilet Arrangements	The caregiver shall assist children in toilet routine and hygiene practices.	
1100.1103.11a	HEALTH	Toilet Arrangements	The following methods shall not be used in toilet training:	Placing a child on toilet or potty chair for prolonged time periods;
1100.1103.11b	HEALTH	Toilet Arrangements	The following methods shall not be used in toilet training:	Using harsh language;
1100.1103.11c	HEALTH	Toilet Arrangements	The following methods shall not be used in toilet training:	Punishing or berating in any way for soiling clothing;
1100.1103.11d	HEALTH	Toilet Arrangements	The following methods shall not be used in toilet training:	Using physical force to place child on a toilet or potty chair against their will; and
1100.1103.11e	HEALTH	Toilet Arrangements	The following methods shall not be used in toilet training:	Leaving child unsupervised on toilet.
1100.1103.2	HEALTH	Toilet Arrangements	Toilet tissue shall be located within reach of the children when toileting.	
1100.1103.3	HEALTH	Toilet Arrangements	Individual cloth towels or paper towels shall be available for each child.	
1100.1103.4	HEALTH	Toilet Arrangements	Liquid soap shall be accessible in the hand washing area and used by caregivers and children.	
1100.1103.5	HEALTH	Toilet Arrangements	Running water shall be available in all lavatories.	
1100.1103.6	HEALTH	Toilet Arrangements	Caregiver’s and children’s hands shall be washed with liquid soap before meals, after toileting, after each diaper change, and as needed. The use of hand sanitizer shall not be a replacement for soap and running water.	
1100.1103.7a	HEALTH	Toilet Arrangements	There shall be a safe diaper changing table that meets the following requirements:	Impervious (non-absorbent) smooth surfaces that do not trap soil and are easily disinfected;
1100.1103.7b	HEALTH	Toilet Arrangements	There shall be a safe diaper changing table that meets the following requirements:	There shall be a changing pad capable of being sanitized used as a cushion between the child and the changing table surface;
1100.1103.7c	HEALTH	Toilet Arrangements	There shall be a safe diaper changing table that meets the following requirements:	The table shall be sturdy and stable to prevent tipping over;
1100.1103.7d	HEALTH	Toilet Arrangements	There shall be a safe diaper changing table that meets the following requirements:	The table shall be a convenient height for use by caregivers and teachers;

1100.1103.7e	HEALTH	Toilet Arrangements	There shall be a safe diaper changing table that meets the following requirements: Children shall always be attended during diapering.	The table shall be equipped with a raised edge or other provision to help reduce the risk of a child rolling off the table.
1100.1103.8	HEALTH	Toilet Arrangements		
1100.1103.9	HEALTH	Toilet Arrangements	Soiled or wet diapers shall be removed, disposed of properly, and replaced with clean, dry diapers. The caregiver shall ensure that children are properly cleaned and dried. Prescription medication shall be in the original container, with a child resistant cap, and labeled with the child’s name, instructions, and the physician’s name. It should not have an expired date. All non-prescription medicine (except aspirin substitutes, such as ibuprofen and acetaminophen) shall be labeled with the child’s name and dated.	
1100.1104.1	HEALTH	Medication Requirements		
1100.1104.2	HEALTH	Medication Requirements		
1100.1104.3	HEALTH	Medication Requirements	All medicines shall be given to a child only with the written permission of the child’s parent(s) or guardian which includes date, type, drug name, time and dosage, length of time to give medication, and what the medication is being given for.	
1100.1104.4	HEALTH	Medication Requirements	Medicines shall be kept in a locked area. Medicine shall be kept out of the reach of the children when dispensing.	
1100.1104.5	HEALTH	Medication Requirements	Medicine shall be stored at the proper temperature, separately from food at all times. Rescue medications such as inhalers or EpiPens shall be inaccessible to children (kept in a cabinet with a child proof type safety latch or carried by the caregiver).	
1100.1104.6	HEALTH	Medication Requirements	Medication shall be returned to the parent or disposed of properly when a child withdraws from care or when the medication is out of date.	
1100.1104.7	HEALTH	Medication Requirements		
1100.1104.8	HEALTH	Medication Requirements	Children with special health care needs (ex. asthma, seizures, diabetes, etc.) who require scheduled daily medications or medications to be given on an emergent basis (Benadryl, EpiPen, rescue asthma medication, etc.) shall have a care plan. Care plans shall have clearly stated parameters, directions, and symptoms for giving the medications. Care plans shall be updated as needed, but at least yearly.	
1100.1104.9	HEALTH	Medication Requirements	The facility shall share information with families regarding medical homes for children.	
1100.1105.1a	HEALTH	Phone Numbers Required	The following phone numbers shall be available in the immediate area of the telephone:	Ambulance service or emergency medical services;
1100.1105.1b	HEALTH	Phone Numbers Required	The following phone numbers shall be available in the immediate area of the telephone:	Police or sheriff’s department;
1100.1105.1c	HEALTH	Phone Numbers Required	The following phone numbers shall be available in the immediate area of the telephone:	Fire department;
1100.1105.1d	HEALTH	Phone Numbers Required	The following phone numbers shall be available in the immediate area of the telephone:	Poison Control Center: 1-800-376-4766;
1100.1105.1e	HEALTH	Phone Numbers Required	The following phone numbers shall be available in the immediate area of the telephone:	Child Abuse Hotline Number: 1-800-482-5964;
1100.1105.1f	HEALTH	Phone Numbers Required	The following phone numbers shall be available in the immediate area of the telephone:	The physicians named by the parents; Child Care Licensing Unit Central Office
1100.1105.1g	HEALTH	Phone Numbers Required	The following phone numbers shall be available in the immediate area of the telephone:	Number: 501-682-2350 or toll free 1-800-445-3316; and
1100.1105.1h	HEALTH	Phone Numbers Required	The following phone numbers shall be available in the immediate area of the telephone:	Home and business numbers of the parents.
1100.1106.1	HEALTH	Pet Requirements	Pets with which children have contact shall receive vaccinations as required by law. Verification of vaccinations administered by a licensed veterinarian shall be maintained. Any pet that constitutes a threat to the welfare and safety of the children shall be kept in a confined area which prevents any contact with the children. The home shall immediately notify the Licensing Unit of any damage to the building or grounds. If phone service is not available, notification shall be as soon as service is restored or available.	
1200.1201.10	SAFETY	Safety Requirements		
1200.1201.11	SAFETY	Safety Requirements	Licensed Homes shall maintain a log of all child product recall and safety notices issued by Consumer Products Safety Commission (CPSC) or distributed by the Attorney General’s Office and shall post or otherwise make these notices available for parents to review on site. The Licensee shall certify, on an annual basis, that these notices have been maintained and reviewed and that any identified items have been removed from the facility. Forms for self-certification will be provided by the Licensing Specialist and shall be submitted annually. (Act 1313 of 2001)	
1200.1201.12	SAFETY	Safety Requirements	Electrical outlets shall be guarded. Protective caps, if used, shall be large enough to prevent swallowing. Indoor or outdoor cooling units shall have guards or barriers when necessary. All outdoor electrical boxes, gas lines, and exposed electrical cords shall be enclosed.	
1200.1201.13	SAFETY	Safety Requirements	Stairways shall be well lighted and guarded as needed.	
1200.1201.14	SAFETY	Safety Requirements	Dangerous equipment or objects shall be stored away from areas used by the children.	
1200.1201.15	SAFETY	Safety Requirements	All detergents and cleaning supplies shall be kept out of the reach of children. (This does not include hand soap in children’s or staff bathrooms). Supplies used for children’s activities shall be carefully supervised.	
1200.1201.16	SAFETY	Safety Requirements	All poisonous substances shall be kept in a locked area.	
1200.1201.17	SAFETY	Safety Requirements	Guns shall be unloaded. Guns, other weapons, and ammunition shall be stored in a locked area in the home.	
1200.1201.18	SAFETY	Safety Requirements	Illegal drugs or paraphernalia shall not be in any part of the home, regardless if children are present or not.	
1200.1201.19	SAFETY	Safety Requirements		
1200.1201.1a	SAFETY	Safety Requirements	Within thirty (30) days of licensure and within thirty (30) days of any change or modification of the floor plan, the facility shall file a copy of their floor plan with the local Office of Emergency Management including the following (§ 20-78-228 Act 1159 of 2013): Homes already licensed on the effective date of this regulation shall have thirty (30) days to comply.	A schematic drawing of the facility and property used by the child care facility including the configuration of rooms, spaces, and other physical features of the building;
1200.1201.1b	SAFETY	Safety Requirements	Within thirty (30) days of licensure and within thirty (30) days of any change or modification of the floor plan, the facility shall file a copy of their floor plan with the local Office of Emergency Management including the following (§ 20-78-228 Act 1159 of 2013): Homes already licensed on the effective date of this regulation shall have thirty (30) days to comply.	The location or locations where children enrolled in child care spend time regularly;



1200.1201.1c	SAFETY	Safety Requirements	Within thirty (30) days of licensure and within thirty (30) days of any change or modification of the floor plan, the facility shall file a copy of their floor plan with the local Office of Emergency Management including the following (§ 20-78-228 Act 1159 of 2013): Homes already licensed on the effective date of this regulation shall have thirty (30) days to comply.	The escape routes approved by the local fire department for the child care facility;
1200.1201.1d	SAFETY	Safety Requirements	Within thirty (30) days of licensure and within thirty (30) days of any change or modification of the floor plan, the facility shall file a copy of their floor plan with the local Office of Emergency Management including the following (§ 20-78-228 Act 1159 of 2013): Homes already licensed on the effective date of this regulation shall have thirty (30) days to comply.	The licensed capacity and ages of children per room at the facility;
1200.1201.1e	SAFETY	Safety Requirements	Within thirty (30) days of licensure and within thirty (30) days of any change or modification of the floor plan, the facility shall file a copy of their floor plan with the local Office of Emergency Management including the following (§ 20-78-228 Act 1159 of 2013): Homes already licensed on the effective date of this regulation shall have thirty (30) days to comply.	The contact information for at least two (2) emergency contacts for the facility; and
1200.1201.1f	SAFETY	Safety Requirements	Within thirty (30) days of licensure and within thirty (30) days of any change or modification of the floor plan, the facility shall file a copy of their floor plan with the local Office of Emergency Management including the following (§ 20-78-228 Act 1159 of 2013): Homes already licensed on the effective date of this regulation shall have thirty (30) days to comply.	An aerial view of the child care facility and property used by the child care facility shall be included with the floor plan if available.
1200.1201.2	SAFETY	Safety Requirements	The Child Care Family Home shall have a written plan detailing the procedures to follow in the event of emergencies (fires, floods, tornadoes, utility disruptions, bomb threats, etc.) (Act 801 of 2009). The plan and procedures are required for emergencies that could cause structural damage to the facility, be identified as a threat by the Arkansas Department of Emergency Management or pose a health or safety hazard to the children and staff. This plan shall include provisions for “sheltering in place” or “lock down” in the event of situations that warrant such measures.	
1200.1201.20	SAFETY	Safety Requirements	Tanks, ponds, swimming pools, open wells, drainage ditches, and sewage drainpipes shall be fenced if located within the play area.	
1200.1201.21	SAFETY	Safety Requirements	Home swimming pools shall not be used by children in care unless permission is obtained from Child Care Licensing through an alternative compliance request. This request must include written approval from the Arkansas Department of Health for the use of the pool by children in care. (Home swimming pools used by children in care are considered semi-private pools by the Department of Health and approval for these pools require inspection during the construction phase. Obtaining approval for existing pools is usually not possible.)	
1200.1201.22	SAFETY	Safety Requirements	Wading pools shall not be used.	
1200.1201.23	SAFETY	Safety Requirements	Alcoholic beverages shall be kept out of reach of children.	
1200.1201.3a	SAFETY	Safety Requirements	The written plan shall include the following information:	Designated relocation site and evacuation route;
1200.1201.3b	SAFETY	Safety Requirements	The written plan shall include the following information:	Procedures for notifying parents of relocation;
1200.1201.3c	SAFETY	Safety Requirements	The written plan shall include the following information:	Procedures for ensuring family reunification; Procedures to address the needs of individual children, including children with special needs, disabilities, and children with chronic medical conditions;
1200.1201.3d	SAFETY	Safety Requirements	The written plan shall include the following information:	Procedures and documentation for annual training of staff regarding the plan and possible reassignment of staff duties in an emergency; and
1200.1201.3e	SAFETY	Safety Requirements	The written plan shall include the following information:	Plans to ensure that all caregivers and volunteers are familiar with the components of the plan.
1200.1201.3f	SAFETY	Safety Requirements	The written plan shall include the following information:	
1200.1201.4	SAFETY	Safety Requirements	The Child Care Family Home shall coordinate with local emergency management officials to plan for emergencies.	
1200.1201.5	SAFETY	Safety Requirements	The home shall maintain, on site, a current copy of the Arkansas Comprehensive Emergency Management Plan issued by the Arkansas Division of Emergency Management. This plan shall be reviewed by the licensee and signed and dated, indicating that they have reviewed the current plan and agree to comply with the provisions of the plan.	
1200.1201.6	SAFETY	Safety Requirements	Written procedures and evacuation diagrams for emergency drills shall be posted in each room used for childcare.	
1200.1201.7a	SAFETY	Safety Requirements	Fire and tornado drills shall be practiced as follows:	Monthly;
1200.1201.7b	SAFETY	Safety Requirements	Fire and tornado drills shall be practiced as follows:	Fire and tornado drills shall be practiced on separate days and at different times of the day;
1200.1201.7c	SAFETY	Safety Requirements	Fire and tornado drills shall be practiced as follows:	During all hours when children are in care (evenings, nights, weekends, etc.);
1200.1201.7d	SAFETY	Safety Requirements	Fire and tornado drills shall be practiced as follows:	Everyone in the Home at the time of the drill shall participate in the drill; and
1200.1201.7e	SAFETY	Safety Requirements	Fire and tornado drills shall be practiced as follows:	Caregivers, including volunteers, shall be trained in safety drill procedures.
1200.1201.8a	SAFETY	Safety Requirements	The home shall maintain a record of emergency drills. This record shall include:	Date of drill;
1200.1201.8b	SAFETY	Safety Requirements	The home shall maintain a record of emergency drills. This record shall include:	Type of drill;
1200.1201.8c	SAFETY	Safety Requirements	The home shall maintain a record of emergency drills. This record shall include:	Time of day;
1200.1201.8d	SAFETY	Safety Requirements	The home shall maintain a record of emergency drills. This record shall include:	Number of children participating in the drill;
1200.1201.8e	SAFETY	Safety Requirements	The home shall maintain a record of emergency drills. This record shall include:	Length of time taken to reach safety; and
1200.1201.8f	SAFETY	Safety Requirements	The home shall maintain a record of emergency drills. This record shall include:	Notes regarding things that need improved upon.

1200.1201.9a	SAFETY	Safety Requirements	<p>The Child Care Family Home shall maintain an evacuation pack that shall be taken on all drills and during real emergency evacuations. The pack shall be easily accessible in an emergency and all caregivers shall know the location of the pack. The evacuation pack shall include, but is not limited to the following:</p> <p>List of emergency numbers;</p>
1200.1201.9b	SAFETY	Safety Requirements	<p>The Child Care Family Home shall maintain an evacuation pack that shall be taken on all drills and during real emergency evacuations. The pack shall be easily accessible in an emergency and all caregivers shall know the location of the pack. The evacuation pack shall include, but is not limited to the following:</p> <p>List of all emergency and contact information for children;</p>
1200.1201.9c	SAFETY	Safety Requirements	<p>The Child Care Family Home shall maintain an evacuation pack that shall be taken on all drills and during real emergency evacuations. The pack shall be easily accessible in an emergency and all caregivers shall know the location of the pack. The evacuation pack shall include, but is not limited to the following:</p> <p>List of all emergency and contact information for staff;</p>
1200.1201.9d	SAFETY	Safety Requirements	<p>The Child Care Family Home shall maintain an evacuation pack that shall be taken on all drills and during real emergency evacuations. The pack shall be easily accessible in an emergency and all caregivers shall know the location of the pack. The evacuation pack shall include, but is not limited to the following:</p> <p>First aid kit (requirement 1101.9) with extra gloves;</p>
1200.1201.9e	SAFETY	Safety Requirements	<p>The Child Care Family Home shall maintain an evacuation pack that shall be taken on all drills and during real emergency evacuations. The pack shall be easily accessible in an emergency and all caregivers shall know the location of the pack. The evacuation pack shall include, but is not limited to the following:</p> <p>Kleenex;</p>
1200.1201.9f	SAFETY	Safety Requirements	<p>The Child Care Family Home shall maintain an evacuation pack that shall be taken on all drills and during real emergency evacuations. The pack shall be easily accessible in an emergency and all caregivers shall know the location of the pack. The evacuation pack shall include, but is not limited to the following:</p> <p>Battery powered flashlight and extra batteries;</p>
1200.1201.9g	SAFETY	Safety Requirements	<p>The Child Care Family Home shall maintain an evacuation pack that shall be taken on all drills and during real emergency evacuations. The pack shall be easily accessible in an emergency and all caregivers shall know the location of the pack. The evacuation pack shall include, but is not limited to the following:</p> <p>Battery powered radio and extra batteries;</p>
1200.1201.9h	SAFETY	Safety Requirements	<p>The Child Care Family Home shall maintain an evacuation pack that shall be taken on all drills and during real emergency evacuations. The pack shall be easily accessible in an emergency and all caregivers shall know the location of the pack. The evacuation pack shall include, but is not limited to the following:</p> <p>Hand sanitizer;</p>
1200.1201.9i	SAFETY	Safety Requirements	<p>The Child Care Family Home shall maintain an evacuation pack that shall be taken on all drills and during real emergency evacuations. The pack shall be easily accessible in an emergency and all caregivers shall know the location of the pack. The evacuation pack shall include, but is not limited to the following:</p> <p>Notepad and pens or pencils;</p>
1200.1201.9j	SAFETY	Safety Requirements	<p>The Child Care Family Home shall maintain an evacuation pack that shall be taken on all drills and during real emergency evacuations. The pack shall be easily accessible in an emergency and all caregivers shall know the location of the pack. The evacuation pack shall include, but is not limited to the following:</p> <p>Whistle;</p>
1200.1201.9k	SAFETY	Safety Requirements	<p>The Child Care Family Home shall maintain an evacuation pack that shall be taken on all drills and during real emergency evacuations. The pack shall be easily accessible in an emergency and all caregivers shall know the location of the pack. The evacuation pack shall include, but is not limited to the following:</p> <p>Disposable cups;</p>
1200.1201.9l	SAFETY	Safety Requirements	<p>The Child Care Family Home shall maintain an evacuation pack that shall be taken on all drills and during real emergency evacuations. The pack shall be easily accessible in an emergency and all caregivers shall know the location of the pack. The evacuation pack shall include, but is not limited to the following:</p> <p>Wet wipes; and</p>
1200.1201.9m	SAFETY	Safety Requirements	<p>The Child Care Family Home shall maintain an evacuation pack that shall be taken on all drills and during real emergency evacuations. The pack shall be easily accessible in an emergency and all caregivers shall know the location of the pack. The evacuation pack shall include, but is not limited to the following:</p> <p>Emergency survival blanket.</p>
1200.1202.1	SAFETY	Fire	<p>A home caring for eleven (11) or more children at any time (this does include school age children not counting in the ratio) shall provide verification of an approved annual Fire Department inspection.</p>
1200.1202.10	SAFETY	Fire	<p>The Licensee shall notify the Child Care Licensing Specialist of any fires causing damage to the home. This notification shall be made no later than the end of the following working day.</p>
1200.1202.2	SAFETY	Fire	<p>A fire extinguisher with a minimum of five pounds (5 lbs.). ABC rating shall be installed in the kitchen area of the home and shall be properly maintained. Caregivers shall know how to operate the extinguisher. (Clarification: These fire extinguishers are required by State Code to be inspected annually and have the approval verification tag attached. An alternative to the inspection is the purchase of a new fire extinguisher annually and retention of the receipt verifying the purchase.)</p>
1200.1202.3	SAFETY	Fire	<p>A working smoke detector shall be installed near the kitchen area and in the children's sleeping areas.</p>
1200.1202.4	SAFETY	Fire	<p>All smoke detectors in the home shall be hard wired and operate in a manner that if one (1) sounds, they all will sound. (Homes licensed prior to January 1, 2014 are exempt from this requirement, unless the Home's capacity or ownership changes.) The home shall be maintained to be free from fire hazards at all times. The Child Care Licensing Specialist shall consult with the local Fire Department or the State Fire Marshal when it appears hazards exist.</p>
1200.1202.5	SAFETY	Fire	
1200.1202.6a	SAFETY	Fire	<p>The structure and use of the home shall permit easy entry and exit and shall comply with the following:</p> <p>A home with more than one (1) level shall have second exits on all levels used by children;</p>
1200.1202.6b	SAFETY	Fire	<p>The structure and use of the home shall permit easy entry and exit and shall comply with the following:</p> <p>A home shall have at least two (2) exits to the outside located on different sides of the home;</p>

1200.1202.6c	SAFETY	Fire	The structure and use of the home shall permit easy entry and exit and shall comply with the following:	Doors opening to the outdoors shall be constructed so the children can open them easily from the inside;
1200.1202.6d	SAFETY	Fire	The structure and use of the home shall permit easy entry and exit and shall comply with the following:	Doors between rooms in the exit route shall not be locked while children are in the home; and
1200.1202.6e	SAFETY	Fire	The structure and use of the home shall permit easy entry and exit and shall comply with the following:	Doors and pathways shall be clear of equipment that blocks the movement of children and caregivers.
1200.1202.7	SAFETY	Fire	Wood burning stoves, gas logs, fireplaces, open flame space heaters, water heaters, floor furnaces, or other sources of heat shall be guarded and vented when necessary for the protection of the children. Portable fuel fired heaters shall not be used.	
1200.1202.8	SAFETY	Fire	Cooking stoves or ovens shall not be used as a heating source in the home.	
1200.1202.9	SAFETY	Fire	Portable heaters shall not be placed within reach of children and shall be approved UL listed products.	
1300.1301.1	TRANSPORTATION	Transportation Requirements	The requirement in this section apply to all transportation provided by the Licensee, including transportation provided by any person on behalf of the Licensee, regardless of whether the person is employed by the Licensee. The requirements in this section are not limited to routinely scheduled transportation. Periodic transportation, such as a parent requesting that their child be picked up at school due to the parent’s work schedule or other conflicts, is also covered by these requirements, whether a fee is charged for this service or not.	
1300.1301.10	TRANSPORTATION	Transportation Requirements	There shall be a seating space and an individual, appropriate restraint system provided for each child being transported.	
1300.1301.11	TRANSPORTATION	Transportation Requirements	Rosters listing the date, names, and ages or date of birth of all children being transported as well as the name of the driver and any other staff member on the vehicle shall be maintained. These rosters shall be used to check children on and off the vehicle when they are picked up and dropped off at home, school, etc. and when they arrive at and leave the Licensed Home. Transportation rosters shall be kept by the facility and available for review for one (1) year.	
1300.1301.12	TRANSPORTATION	Transportation Requirements	To ensure that no children are left on the vehicle, the driver or a staff member must walkthrough the vehicle and physically check each seat before leaving the vehicle. The transportation roster must be signed by the driver or staff who conducts the walkthrough inspection, documenting that all children have exited the vehicle.	
1300.1301.13	TRANSPORTATION	Transportation Requirements	To ensure that children have safely arrived in the home classroom, the transportation roster shall be reviewed by the Licensee and compared with attendance records. The Licensee shall sign off on the transportation roster to verify that all children have safely transitioned from the vehicle to the home.	
1300.1301.14*1	TRANSPORTATION	Transportation Requirements	Any vehicles designed or used to transport more than seven (7) passengers and one (1) driver must have approved child safety alarm devices installed. These devices must be properly maintained in working order at all times. Vehicles in service at licensed facilities prior to July 1, 2005, shall have the alarm installed by a qualified technician or mechanic no later than December 31, 2005. On or after July 1, 2005, all vehicles at newly licensed facilities and newly acquired vehicles at existing facilities shall have a child safety alarm installed before placing the vehicle in service. The Child Care Licensing Unit shall maintain a list of approved alarm systems. Clarification <ul style="list-style-type: none"> <li>• The alarm system shall be installed so that the driver must walk to the very back of the vehicle to reach the switch that deactivates the alarm. Alarm switches installed in locations that do not require the driver to walk to the back of the vehicle and view all seating areas will not be acceptable.</li> <li>• The alarm systems may be installed by any certified technician or mechanic employed by a recognized electronics or automotive business in accordance with the device manufacturer’s recommendations.</li> <li>• The time delay from activation of the alarm until the alarm sounds shall be no longer than one (1) minute. Any of the following three (3) options are acceptable to meet the intent of Act 1979 when children are being delivered at the facility. Other options must be approved by the Licensing Unit.</li> </ul>	Unload all of the children, walk through the vehicle to ensure that no children remain on board, and deactivate the alarm. (This option will only work if you are able to unload all children in less than one (1) minute.)
1300.1301.14*2	TRANSPORTATION	Transportation Requirements	Any vehicles designed or used to transport more than seven (7) passengers and one (1) driver must have approved child safety alarm devices installed. These devices must be properly maintained in working order at all times. Vehicles in service at licensed facilities prior to July 1, 2005, shall have the alarm installed by a qualified technician or mechanic no later than December 31, 2005. On or after July 1, 2005, all vehicles at newly licensed facilities and newly acquired vehicles at existing facilities shall have a child safety alarm installed before placing the vehicle in service. The Child Care Licensing Unit shall maintain a list of approved alarm systems. Clarification <ul style="list-style-type: none"> <li>• The alarm system shall be installed so that the driver must walk to the very back of the vehicle to reach the switch that deactivates the alarm. Alarm switches installed in locations that do not require the driver to walk to the back of the vehicle and view all seating areas will not be acceptable.</li> <li>• The alarm systems may be installed by any certified technician or mechanic employed by a recognized electronics or automotive business in accordance with the device manufacturer’s recommendations.</li> <li>• The time delay from activation of the alarm until the alarm sounds shall be no longer than one (1) minute. Any of the following three (3) options are acceptable to meet the intent of Act 1979 when children are being delivered at the facility. Other options must be approved by the Licensing Unit.</li> </ul>	Upon arrival, have one (1) staff member immediately walk through the vehicle to deactivate the alarm system. That staff member will remain near the alarm switch at the back of the vehicle until all children have been unloaded to ensure that no child is left on board. (This option will require at least two (2) staff members, one (1) to supervise the children and one (1) to remain inside the vehicle.)

				Any vehicles designed or used to transport more than seven (7) passengers and one (1) driver must have approved child safety alarm devices installed. These devices must be properly maintained in working order at all times. Vehicles in service at licensed facilities prior to July 1, 2005, shall have the alarm installed by a qualified technician or mechanic no later than December 31, 2005. On or after July 1, 2005, all vehicles at newly licensed facilities and newly acquired vehicles at existing facilities shall have a child safety alarm installed before placing the vehicle in service. The Child Care Licensing Unit shall maintain a list of approved alarm systems. Clarification <ul style="list-style-type: none"> <li>• The alarm system shall be installed so that the driver must walk to the very back of the vehicle to reach the switch that deactivates the alarm. Alarm switches installed in locations that do not require the driver to walk to the back of the vehicle and view all seating areas will not be acceptable.</li> <li>• The alarm systems may be installed by any certified technician or mechanic employed by a recognized electronics or automotive business in accordance with the device manufacturer’s recommendations.</li> <li>• The time delay from activation of the alarm until the alarm sounds shall be no longer than one (1) minute. Any of the following three (3) options are acceptable to meet the intent of Act 1979 when children are being delivered at the facility. Other options must be approved by the Licensing Unit.</li> </ul>	Upon arrival, deactivate the alarm and unload the children. Immediately after unloading, start the vehicle and move it to a different location for final parking. (This will reactivate the alarm and require a final walk through.)
1300.1301.14*3	TRANSPORTATION		Transportation Requirements		
1300.1301.2	TRANSPORTATION		Transportation Requirements	When children are transported, emergency contact information shall be maintained on the vehicle at all times.	
1300.1301.3a	TRANSPORTATION		Transportation Requirements	Caregivers transporting children shall meet the following requirements:	Be at least twenty-one (21) years old or the minimum age required by the Licensee’s commercial auto insurance;
1300.1301.3b	TRANSPORTATION		Transportation Requirements	Caregivers transporting children shall meet the following requirements:	Hold a current valid driver’s license or commercial driver’s license as required by state law, and a readable copy shall be maintained in the employee’s record;
1300.1301.3c	TRANSPORTATION		Transportation Requirements	Caregivers transporting children shall meet the following requirements:	Successfully completed the training course in Driver Safety that is offered, or approved, by the Division prior to transporting children.
1300.1301.3d	TRANSPORTATION		Transportation Requirements	Caregivers transporting children shall meet the following requirements: The vehicle(s) used for the transportation of children shall be in compliance with Arkansas state laws on transportation of children.	Verification of the completed course in Driver Safety shall be maintained in the employee’s record; and Be certified in Cardiopulmonary Resuscitation (CPR) and First Aid.
1300.1301.4	TRANSPORTATION		Transportation Requirements		
1300.1301.5	TRANSPORTATION		Transportation Requirements	Vehicles shall be licensed and maintained in proper working condition including air conditioning and heating systems.	
1300.1301.6a	TRANSPORTATION		Transportation Requirements	Commercial insurance coverage shall be maintained for any vehicle used for transportation by the facility. Verification of commercial insurance coverage shall be provided to the Licensing Specialist prior to transportation of children. Required coverage amounts to be maintained are:	Minimum coverage of \$100,000 Combined Single Limit (CSL);
1300.1301.6b	TRANSPORTATION		Transportation Requirements	Commercial insurance coverage shall be maintained for any vehicle used for transportation by the facility. Verification of commercial insurance coverage shall be provided to the Licensing Specialist prior to transportation of children. Required coverage amounts to be maintained are:	Minimum coverage of \$100,000 for both Uninsured Motorist (UM) and Under Insured Motorist (UIM); and
1300.1301.6c	TRANSPORTATION		Transportation Requirements	Commercial insurance coverage shall be maintained for any vehicle used for transportation by the facility. Verification of commercial insurance coverage shall be provided to the Licensing Specialist prior to transportation of children. Required coverage amounts to be maintained are: The driver may be counted in the staff to child ratio, but shall not be the only adult present when more than ten (10) children age three (3) and above are transported.	Minimum coverage of \$5,000 Personal Injury Protection (PIP) for each passenger (based on the number of passengers the vehicle is manufactured to transport).
1300.1301.7	TRANSPORTATION		Transportation Requirements		
1300.1301.8	TRANSPORTATION		Transportation Requirements	Any child transported in a passenger automobile, van or pick-up truck, who is less than six (6) years old or weighs less than sixty (60) pounds, shall be restrained in a child passenger safety seat. Any child who is at least six (6) years old, or weighs at least sixty (60) pounds, must be restrained by a safety belt or any other approved safety devices. (Act 470 of 2001) Child passenger safety seats shall be used in accordance with manufacturer’s guidelines.	
1300.1301.9	TRANSPORTATION		Transportation Requirements	The loading and unloading of children from vehicles shall be conducted in a safe manner.	
1300.1302.1	TRANSPORTATION		Infant and Toddler Transportation Requirements	A vehicle transporting children under the age of thirty-six (36) months shall maintain a ratio of one (1) adult to three (3) children.	
1400.1401.1a	SPECIAL NEEDS		Special Needs Requirements	All child care facilities shall comply with all applicable provisions as specified in Individual with Disabilities Act (IDEA):	The facility shall enroll children with special needs without regard to disability; (Programs are required to provide space and care for a child who can be placed in their facility with existing services, as well as added supports from special educational services, and as long as the health and safety of the child can be met.)
1400.1401.1b	SPECIAL NEEDS		Special Needs Requirements	All child care facilities shall comply with all applicable provisions as specified in Individual with Disabilities Act (IDEA):	Staff shall provide care in the general classroom with children who are not disabled;
1400.1401.1c	SPECIAL NEEDS		Special Needs Requirements	All child care facilities shall comply with all applicable provisions as specified in Individual with Disabilities Act (IDEA):	The facility shall assist in facilitation of services required to meet the “special needs” of children in the center or in the classroom as specified on the individualized education and individual family service plan;
1400.1401.1d	SPECIAL NEEDS		Special Needs Requirements	All child care facilities shall comply with all applicable provisions as specified in Individual with Disabilities Act (IDEA):	Facility staff (regular classroom staff) shall be a partner in the Individual Family Service Plan (IFSP) and Individual Education Plan (IEP) plan process;

					The facility shall allow service providers who are representatives of the Department of Human Services (DHS), the Division of Developmental Disabilities Services (DDS), or Arkansas Department of Education (ADE) access to the facility to provide special services as prescribed on the plan to enable the plan to be implemented in the classroom (natural and least restrictive environment);
1400.1401.1e	SPECIAL NEEDS	Special Needs Requirements	All child care facilities shall comply with all applicable provisions as specified in Individual with Disabilities Act (IDEA):		
1400.1401.1f	SPECIAL NEEDS	Special Needs Requirements	All child care facilities shall comply with all applicable provisions as specified in Individual with Disabilities Act (IDEA):		The facility shall not charge special service providers for space, accept “gratuities”, or payment for allowing special service providers to provide services in their facility;
1400.1401.1g	SPECIAL NEEDS	Special Needs Requirements	All child care facilities shall comply with all applicable provisions as specified in Individual with Disabilities Act (IDEA):		The facility is not required to “displace” children or staff to make space available to special service providers;
1400.1401.1h	SPECIAL NEEDS	Special Needs Requirements	All child care facilities shall comply with all applicable provisions as specified in Individual with Disabilities Act (IDEA):		In order for a special service provider to provide special services in the facility, the IFSP/IEP planning team under the authority of the ADE and the DHS, DDS, shall identify the needed special services on the IFSP/IEP; and Classroom staff shall reinforce the specified goals and objectives as part of the daily routine of the classroom.
1400.1401.1i	SPECIAL NEEDS	Special Needs Requirements	All child care facilities shall comply with all applicable provisions as specified in Individual with Disabilities Act (IDEA):		
1400.1402.1	SPECIAL NEEDS	Infant and Toddler Special Needs Requirements	To the maximum extent appropriate, children ages zero (0) – two (2) shall participate in early intervention services provided in “natural environments.”		
1400.1402.2	SPECIAL NEEDS	Infant and Toddler Special Needs Requirements	When infants and toddlers cannot achieve satisfactory results from early intervention services in a natural environment, the provision of early intervention services shall occur in other appropriate settings as determined by the parent and the Individualized Family Service Team.		