

Registered Family Home Blank Licensing Checklist

Regulation #	Regulation Description	Regulation Sub-Description	Regulation	Sub-Regulation
100.101.1	DEPARTMENT RESPONSIBILITY	Responsibilities and Requirements	<p>The Division of Child Care and Early Childhood Education (DCCECE) (referred to hereafter as the Division) under the Department of Human Services (DHS) is directly responsible for the inspection and evaluation of all Registered Homes.</p> <p>The Division has the power to establish rules, regulations, and standards for licensing, registration, and operation of child care facilities. This includes all powers with respect to granting, revocation, denial, and suspension of licenses and registrations. Information regarding the appeal process is available upon request.</p>	
100.101.2	DEPARTMENT RESPONSIBILITY	Responsibilities 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.</p>	
100.101.3	DEPARTMENT RESPONSIBILITY	Responsibilities and Requirements	<p>It is recommended that the owner be aware of any 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 Registered Homes with any city or county that requests this information.</p>	
100.101.4	DEPARTMENT RESPONSIBILITY	Responsibilities and Requirements	<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 registered home) that has been communicated to the person in the course of their professional duties.</p>	
100.101.5	DEPARTMENT RESPONSIBILITY	Responsibilities 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>	Americans with Disabilities Act (ADA);
100.101.6a	DEPARTMENT RESPONSIBILITY	Responsibilities 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>	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
100.101.6b	DEPARTMENT RESPONSIBILITY	Responsibilities 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>	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.
100.101.6c	DEPARTMENT RESPONSIBILITY	Responsibilities and Requirements	<p>The registrant shall maintain Child Care Liability Insurance and comply with the following requirements:</p>	Maintain the minimum amount of coverage as follows: Registered Capacity of Home Minimum Child Care Liability Coverage Required 1 – 5 \$100,000 per occurrence
100.101.7a	DEPARTMENT RESPONSIBILITY	Responsibilities and Requirements	<p>The registrant shall maintain Child Care Liability Insurance and comply with the following requirements:</p>	
100.101.7b	DEPARTMENT RESPONSIBILITY	Responsibilities and Requirements	<p>The registrant shall maintain Child Care Liability Insurance and comply with the following requirements:</p>	

100.102.1	DEPARTMENT RESPONSIBILITY	General Requirements	To determine a recommendation for registration, the applicant's home shall be reviewed by a Child Care Licensing Specialist to determine that the home is in substantial compliance with the requirements. (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.)
100.102.2	DEPARTMENT RESPONSIBILITY	General Requirements	Substantial Compliance means compliance with all essential standards necessary to protect the health, safety, and welfare of the children attending the Registered Home. Essential standards include but are not limited to those relating to issues involving fire, health, safety, nutrition, and behavior management. Registered Child Care Family Home: a situation in which five (5) or less children are cared for in the caregiver's own residence or in some other suitable family type residence.
100.103.1	DEPARTMENT RESPONSIBILITY	Definitions and Application	Relative Child Care Family Home: a situation in which five (5) or less children are cared for by a relative of the child(ren). The relationship must be that of a grandparent, great-grandparent, aunt, uncle, or sibling (residing out of the home). The registered relative may provide the child care either in his or her home or the home of the child(ren). Proof of relationship must be provided.
100.103.2a	DEPARTMENT RESPONSIBILITY	Definitions and Application	The following must be provided to verify proof of relationship: the child(ren)'s birth certificate(s);
100.103.2b	DEPARTMENT RESPONSIBILITY	Definitions and Application	Relative Child Care Family Home: a situation in which five (5) or less children are cared for by a relative of the child(ren). The relationship must be that of a grandparent, great-grandparent, aunt, uncle, or sibling (residing out of the home). The registered relative may provide the child care either in his or her home or the home of the child(ren). Proof of relationship must be provided. The following must be provided to verify proof of relationship: the parent's birth certificate;
100.103.2c	DEPARTMENT RESPONSIBILITY	Definitions and Application	Relative Child Care Family Home: a situation in which five (5) or less children are cared for by a relative of the child(ren). The relationship must be that of a grandparent, great-grandparent, aunt, uncle, or sibling (residing out of the home). The registered relative may provide the child care either in his or her home or the home of the child(ren). Proof of relationship must be provided. The following must be provided to verify proof of relationship: marriage license of the parent (if parent's last name has changed);
100.103.2d	DEPARTMENT RESPONSIBILITY	Definitions and Application	Relative Child Care Family Home: a situation in which five (5) or less children are cared for by a relative of the child(ren). The relationship must be that of a grandparent, great-grandparent, aunt, uncle, or sibling (residing out of the home). The registered relative may provide the child care either in his or her home or the home of the child(ren). Proof of relationship must be provided. The following must be provided to verify proof of relationship: marriage license of the caregiver (if last name has changed); and
100.103.2e	DEPARTMENT RESPONSIBILITY	Definitions and Application	Relative Child Care Family Home: a situation in which five (5) or less children are cared for by a relative of the child(ren). The relationship must be that of a grandparent, great-grandparent, aunt, uncle, or sibling (residing out of the home). The registered relative may provide the child care either in his or her home or the home of the child(ren). Proof of relationship must be provided. The following must be provided to verify proof of relationship: birth certificate of the caregiver (if the application is for an aunt or uncle).
100.103.3	DEPARTMENT RESPONSIBILITY	Definitions and Application	In-Home Child Care Provider: an individual selected by the family to provide the day care to five (5) or less children in the child(ren)'s own home. The In-Home Registration is not valid for child care provided outside the child(ren)'s own home.
100.103.4	DEPARTMENT RESPONSIBILITY	Definitions and Application	There shall be no more than one (1) registration issued per home or structure. (This does not apply to situations such as duplexes where two (2) registrations could be issued to two (2) separate applicants.) An individual shall be eligible to hold only one (1) registration, which shall be issued for one (1) specified location.
100.103.5	DEPARTMENT RESPONSIBILITY	Definitions and Application	Home 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 secondary caregiver to provide relief 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 registration requirements and to the number and ages of children in care during the third shift.)

100.103.6	DEPARTMENT RESPONSIBILITY	Definitions and Application	The holder(s) of the registration shall be the primary caregiver(s) and at least one (1) shall be present and responsible for children during hours of care and shall not be otherwise employed during the hours of care. (If a qualified secondary caregiver is present, the primary caregiver may be absent for reasons related to the operation of the child care business, such as attending required training, and for brief and occasional absences relating to personal business or personal time off.)	
100.103.7	DEPARTMENT RESPONSIBILITY	Definitions and Application	If at any time care is provided to six (6) or more children from more than one (1) family, the law requires the provider to be licensed. The caregiver's own preschool children shall be considered when determining the need for a license or registration. The caregiver's own school age children are not considered when determining the need for a license or registration. Other children in the home who are not accompanied by a parent are considered as being in care whether pay is received for the care or not.	
100.103.8	DEPARTMENT RESPONSIBILITY	Definitions and Application	Any home that has not provided care to children for a period of one (1) year shall have the registration closed unless a written request is made by the registrant stating why closure should not take place.	
100.103.9a	DEPARTMENT RESPONSIBILITY	Definitions and Application	The primary caregiver in a Registered Home shall submit the following to complete the application process:	A completed and signed application provided by the Division;
100.103.9b	DEPARTMENT RESPONSIBILITY	Definitions and Application	The primary caregiver in a Registered Home shall submit the following to complete the application process:	Diagram of the home indicating rooms to be used by children in care and the location of exit doors;
100.103.9c	DEPARTMENT RESPONSIBILITY	Definitions and Application	The primary caregiver in a Registered Home shall submit the following to complete the application process:	A Health Card on applicant, other caregivers, and any adult(s) in addition to the caregiver(s) present in the home on a regular basis while children are in care;
100.103.9d	DEPARTMENT RESPONSIBILITY	Definitions and Application	The primary caregiver in a Registered Home shall submit the following to complete the application process:	Zoning approval, if applicable, shall be provided by new applicants for license and by existing homes requesting increase in licensing capacity;
100.103.9e	DEPARTMENT RESPONSIBILITY	Definitions and Application	The primary caregiver in a Registered Home shall submit the following to complete the application process:	A signed Authorization for Release of Confidential Information and Child Maltreatment Central Registry Check Form (Everyone living in the home age eighteen (18) and older must complete and sign this form. A check or money order for \$10.00 made out to Department of Human Services (DHS) must be attached to each form. Children under age eighteen (18) only need to be listed where applicable. This form must be notarized);
100.103.9f	DEPARTMENT RESPONSIBILITY	Definitions and Application	The primary caregiver in a Registered Home shall submit the following to complete the application process:	Criminal Record Check Form(s) (Everyone in the home age eighteen (18) and older must complete a form. The form(s) must be notarized);
100.103.9g	DEPARTMENT RESPONSIBILITY	Definitions and Application	The primary caregiver in a Registered Home shall submit the following to complete the application process:	The Registrant's Social Security Number or TIN (Tax Identification Number) shall be listed on the application. (A TIN number can be obtained by calling 1-900-546-3920 or by sending a SS-4 to the Internal Revenue Service (IRS), Memphis, Tennessee 37501. It takes approximately four (4) weeks to receive the TIN);
100.103.9h	DEPARTMENT RESPONSIBILITY	Definitions and Application	The primary caregiver in a Registered Home shall submit the following to complete the application process:	Boiler inspection, or verification that inspection has been scheduled; and
100.103.9i	DEPARTMENT RESPONSIBILITY	Definitions and Application	The primary caregiver in a Registered Home shall submit the following to complete the application process:	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).

100.104.1	DEPARTMENT RESPONSIBILITY	Registration Procedures	Any applicant applying for registration may contact the local Division Office or Child Care Licensing Specialist to obtain information and the necessary application and related forms.
100.104.2	DEPARTMENT RESPONSIBILITY	Registration Procedures	A pre-application consultation meeting shall be required for all applicants for registration prior to approval of the application. This meeting shall be offered prior to or within thirty (30) days of receipt of the application.
100.104.3	DEPARTMENT RESPONSIBILITY	Registration Procedures	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 registration of the Division.
100.104.4	DEPARTMENT RESPONSIBILITY	Registration Procedures	The Child Care Licensing Specialist shall make unscheduled visits throughout the year to determine continued compliance of standards and to offer consultation and technical
100.104.5	DEPARTMENT RESPONSIBILITY	Registration Procedures	The registration, as issued, shall apply only to the home's location at the time of registration. The registrant shall notify the Child Care Licensing Specialist's office of any change of location or ownership at which time a new study shall be conducted. Upon issuance of a registration, the registration shall remain in effect as long as compliance is maintained.
100.104.6	DEPARTMENT RESPONSIBILITY	Registration Procedures	New Provisional Registration - If the Licensing Specialist finds that an applicant for a Registered Home meets the registration requirements or has a reasonable expectation of correcting deficiencies within specified time frames, the Child Care Licensing Specialist may recommend a New Provisional Registration to the Division. The New Provisional Registration shall be in effect for a period of time not to exceed twelve (12) months. This time frame shall be specified in the Provisional Registration. (The Licensing Specialist has sixty (60) days to submit a recommendation to the Division for a provisional registration.)
100.104.7	DEPARTMENT RESPONSIBILITY	Registration Procedures	Regular Registration - The Child Care Licensing Specialist will recommend a Regular Registration when the home has demonstrated substantial compliance, or when an existing registrant with a Regular Registration relocates their home and their past demonstrates a substantial level of compliance.
100.104.8a	DEPARTMENT RESPONSIBILITY	Registration Procedures	Probationary Provisional Registration - The Licensing Unit may issue a Probationary Provisional Registration 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 Registration the Licensing Unit may: Issue a Regular registration;
100.104.8b	DEPARTMENT RESPONSIBILITY	Registration Procedures	Probationary Provisional Registration - The Licensing Unit may issue a Probationary Provisional Registration 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 Registration the Licensing Unit may: Suspend a registration; and
100.104.8c	DEPARTMENT RESPONSIBILITY	Registration Procedures	Probationary Provisional Registration - The Licensing Unit may issue a Probationary Provisional Registration 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 Registration the Licensing Unit may: Revoke a registration.
100.104.9	DEPARTMENT RESPONSIBILITY	Registration Procedures	Suspension or Revocation of Registration - At the time of a final determination by the Division of revocation or suspension of a registration, the Division shall specify in the letter the period and terms of the action. A revocation of a registration shall be set for no less than one (1) year but may be for a longer term as established by the Division. Related parties shall not be eligible to apply for registration for the same specified period. (Related parties are defined as immediate family members, members of Board of Directors, person 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 registrant. An immediate family member is defined as a spouse, step 9 and in-law relationships, a child, a natural or adoptive parent, a sibling, a grandparent, a grandchild or a son- or daughter-in-law.) The revocation of a registration places that registration in a null and void status. At the completion of the terms of revocation, homes wishing to be re-registered must submit a new application for registration for review and approval by the Division.

100.105.1a	DEPARTMENT RESPONSIBILITY	Appeal of Registration Actions	A registrant or applicant for registration may request to appeal any of the following registration actions:	Adverse registration actions revocation of the registration or denial of an application for registration;
100.105.1b	DEPARTMENT RESPONSIBILITY	Appeal of Registration Actions	A registrant or applicant for registration may request to appeal any of the following registration actions:	Founded registered complaints; or
100.105.1c	DEPARTMENT RESPONSIBILITY	Appeal of Registration Actions	A registrant or applicant for registration may request to appeal any of the following registration actions:	Cited noncompliance with the published standards.
			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 registration actions must be mailed within ten (10) calendar days of the receipt of the notice of the adverse action. Requests to appeal registration 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 registrant or applicant for registration 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 registrant or applicant for registration, 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.)	
100.105.2	DEPARTMENT RESPONSIBILITY	Appeal of Registration Actions	The Division may grant alternative compliance with the Minimum Standards Required for Registered Child Care 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 requirements for which the registrant is making the request.	
100.106.1	DEPARTMENT RESPONSIBILITY	Alternative Compliance	The Division shall consider all requests for alternative compliance with the registration requirements except those requirements which are enforced by the Department of Health, Local Fire Marshall, or State Fire Marshall's Office.	
100.106.2	DEPARTMENT RESPONSIBILITY	Alternative Compliance		The applicant or registrant shall submit the request for alternative compliance in writing; and
100.106.3a	DEPARTMENT RESPONSIBILITY	Alternative Compliance	To request alternative compliance, the following procedures shall be initiated by the person responsible for the operation of the facility:	
				The request shall include: * The specific standard for which alternative compliance is sought. * An explanation of how the alternative compliance is equal to, or exceeds, the requirement. * 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 * The applicant or registrant shall provide clear and supportive evidence, and upon request of the Division, an expert's opinion of the effects of the health, safety, and welfare of children and how it will protect through the alternative means of compliance.
100.106.3b	DEPARTMENT RESPONSIBILITY	Alternative Compliance	To request alternative compliance, the following procedures shall be initiated by the person responsible for the operation of the facility:	
			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 registration, unless a shorter time frame is requested or approved.	
100.106.4	DEPARTMENT RESPONSIBILITY	Alternative Compliance		
			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.	
100.106.5	DEPARTMENT RESPONSIBILITY	Alternative Compliance	The Division shall have the right to obtain an expert opinion to corroborate that provided by the applicant or registrant.	
100.106.6	DEPARTMENT RESPONSIBILITY	Alternative Compliance		
			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 requirement.	
100.106.7	DEPARTMENT RESPONSIBILITY	Alternative Compliance	All requests for alternative compliance shall be answered in writing by the Division.	
100.106.8	DEPARTMENT RESPONSIBILITY	Alternative Compliance		

100.107.1	DEPARTMENT RESPONSIBILITY	Registration Investigations and Inspections	Child Care Licensing staff shall have access to Registered 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 registration. (Clarification: In addition to Child Care Licensing staff having access to all areas of care, they must also be given access to any other rooms or spaces not used for care, to ensure there are no possible hazards.)
100.107.2	DEPARTMENT RESPONSIBILITY	Registration Investigations and Inspections	If video recordings are made by the caregiver and are maintained for viewing as part of a continuous monitoring system, they shall be made available to licensing staff upon request. This does not include video recordings of special events, etc.
100.108.1a	DEPARTMENT RESPONSIBILITY	Child Maltreatment Checks	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. Each applicant At application and every two (2) years thereafter
100.108.1b	DEPARTMENT RESPONSIBILITY	Child Maltreatment Checks	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. All household members who are at least ten (10) years of age At application, upon residency, and every two (2) years thereafter
100.108.1c	DEPARTMENT RESPONSIBILITY	Child Maltreatment Checks	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. Staff members and applicants for employment in a registered home Prior to employment and every two (2) years thereafter
100.108.1d	DEPARTMENT RESPONSIBILITY	Child Maltreatment Checks	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. All volunteers and therapists 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	DEPARTMENT RESPONSIBILITY	Child Maltreatment Checks	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. Other persons who have routine contact with children Prior to providing services or participating in home activities and every two (2) years thereafter
100.108.2	DEPARTMENT RESPONSIBILITY	Child Maltreatment Checks	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 deny the applicant or revoke the registration.
100.108.3	DEPARTMENT RESPONSIBILITY	Child Maltreatment Checks	All caregiver(s) are mandated reporters under the Child Maltreatment Act. The caregiver shall notify the Child Maltreatment Hotline number at 1-800-482-5964 when there is 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 registrant by parents, staff members, or the general public. It is recommended that the registrant call the Child Care Licensing Specialist for guidance if there is any question about whether the Hotline should be called regarding any situation where potential child maltreatment is involved. If a complaint of child maltreatment is filed against any registrant or persons in the home, the Child Care Licensing Unit shall evaluate the risk to children and determine the suitability of the 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.
100.108.4	DEPARTMENT RESPONSIBILITY	Child Maltreatment Checks	The Registered Child Care Family Home operator and 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

100.109.10a	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	Any person who has pleaded guilty, nolo contendere, or who has been found guilty of any one (1) of the offenses listed above (Section 109.4), may not work in child care unless:	The date of the conviction, plea of guilty or nolo contendere for a misdemeanor offense is at least five (5) years from the date of the request for the criminal history records check and there have been no criminal convictions or pleas of guilty or nolo contendere of any type or nature during the five (5) year period preceding the background check request; or
100.109.10b	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	Any person who has pleaded guilty, nolo contendere, or who has been found guilty of any one (1) of the offenses listed above (Section 109.4), may not work in child care unless: Anyone employed in a licensed center, Church Operated Exempt (COE) center, Licensed Child Care Family Home, or a Registered Child Care Family Home prior to 09/01/2009 with a clear background check history may remain eligible for employment unless the employee had a conviction, plead guilty, or plead nolo contendere to an offense listed in the above section (Section 109.4) since 09/01/2009.	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	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks		
100.109.1a	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 Registered Home and all household members age eighteen (18) and up At initial application and every five (5) years thereafter
100.109.1b	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 providing services or participating in home activities and every five (5) years thereafter
100.109.1c	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 or other persons who have supervisory or disciplinary control over children, are left alone with 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	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 At application and every five (5) years thereafter

100.109.2b	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	<p>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.)</p>	<p>All household members who are eighteen (18) years of age or older At application and every five (5) years thereafter</p>
100.109.2c	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	<p>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.)</p>	<p>Staff and applicants for employment in a Registered Home Prior to employment and every five (5) years thereafter</p>
100.109.2d	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	<p>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.)</p>	<p>Volunteers and Therapists who have routine contact with children Prior to providing services and every five (5) years thereafter</p>
100.109.2e	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	<p>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.)</p>	<p>Other persons who have supervisory control, disciplinary control over children, or routine contact with children Prior to providing services or participating in home activities and every five (5) years thereafter</p>
100.109.3	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	<p>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.</p>	
100.109.401	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	<p>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 and continual basis if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are permanently prohibited:</p>	<p>Abuse of an endangered or impaired person, if felony, §5-28-103;</p>

100.109.402	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 and continual basis if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are permanently prohibited:	Arson, §5-38-301;
100.109.403	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 and continual basis if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are permanently prohibited:	Capital Murder, §5-10-101;
100.109.404	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 and continual basis if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are permanently prohibited:	Endangering the welfare of an incompetent person in the first degree, §5-27-201;
100.109.405	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 and continual basis if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are permanently prohibited:	Kidnapping, §5-11-102;
100.109.406	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 and continual basis if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are permanently prohibited:	Murder in the first degree, §5-10-102;
100.109.407	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 and continual basis if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are permanently prohibited:	Murder in the second degree, §5-10-103;
100.109.408	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 and continual basis if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are permanently prohibited:	Rape, §5-14-103;
100.109.409	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 and continual basis if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are permanently prohibited:	Sexual assault in the first degree, §5-14-124;
100.109.410	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 and continual basis if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state, or any similar offense by a federal court. The following offenses are permanently prohibited:	Sexual assault in the second degree, §5-14-125;
100.109.501	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 prohibited:	Criminal attempt to commit any offenses; §5-3-201;
100.109.502	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 prohibited:	Criminal complicity to commit any offenses; §5-3-202;

100.109.503	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 prohibited:	Criminal conspiracy to commit any offenses; §5-3-401;
100.109.504	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 prohibited:	Criminal solicitation, to commit any offenses; §5-3-301;
100.109.505	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 prohibited:	Assault in the first, second, or third degree; §5-13-205 to -207;
100.109.506	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 prohibited:	Aggravated assault; §5-13-204;
100.109.507	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 prohibited:	Aggravated assault on a family or household member, §5-26-306;
100.109.508	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 prohibited:	Battery in the first, second, or third degree, §5-13-201 to -203;
100.109.509	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 prohibited:	Breaking or entering, §5-39-202;
100.109.510	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 prohibited:	Burglary, §5-39-201;
100.109.511	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 prohibited:	Coercion, §5-13-208;
100.109.512	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 prohibited:	Computer crimes against minors, §5-27-601 et. seq.;
100.109.513	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 prohibited:	Contributing to the delinquency of a juvenile, §5-27-220;

100.109.514	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 prohibited:	Contributing to the delinquency of a minor, §5-27-209;
100.109.515	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 prohibited:	Criminal impersonation, §5-37-208;
100.109.516	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 prohibited:	Criminal use of a prohibited weapon, §5-73-104;
100.109.517	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 prohibited:	Communicating a death threat concerning a school employee or students: §5-17-101;
100.109.518	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 prohibited:	Domestic battery in the first, second, or third degree, §5-26-303 to -305;
100.109.519	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 prohibited:	Employing or consenting to the use of a child in a sexual performance, §5-27-401;
100.109.520	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 prohibited:	Endangering the welfare of a minor in the first or second degree, §5-27-205 to -206;
100.109.521	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 prohibited:	Endangering the welfare of an incompetent person in the second degree, §5-27-202;
100.109.522	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 prohibited:	Engaging children in sexually explicit conduct for use in visual or print media, §5-27-303;
100.109.523	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 prohibited:	False imprisonment in the first or second degree, §5-11-103 to -104;
100.109.524	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 prohibited:	Felony abuse of an endangered or impaired person, §5-28-103;

100.109.525	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 prohibited:	Felony interference with a law enforcement officer, §5-54-104;
100.109.526	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 prohibited:	Felony violation of the Uniform Controlled Substance Act, §5-64-101 et seq.;
100.109.527	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 prohibited:	Financial identity fraud, §5-37-227;
100.109.528	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 prohibited:	Forgery, §5-37-201;
100.109.529	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 prohibited:	Incest, §5-26-202;
100.109.530	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 prohibited:	Interference with court ordered custody, §5-26-502;
100.109.531	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 prohibited:	Interference with visitation, §5-26-501;
100.109.532	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 prohibited:	Introduction of controlled substance into body of another person, §5-13-210;
100.109.533	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 prohibited:	Manslaughter, §5-10-104;
100.109.534	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 prohibited:	Negligent homicide, §5-10-105;
100.109.535	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 prohibited:	Obscene performance at a live public show, §5-68-305;

100.109.536	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 prohibited:	Offense of cruelty to animals, §5-62-103;
100.109.537	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 prohibited:	Offense of aggravated cruelty to dog, cat, or horse, §5-62-104;
100.109.538	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 prohibited:	Pandering or possessing visual or print medium depicting sexually explicit conduct involving a child, §5-27-304;
100.109.539	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 prohibited:	Sexual Solicitation, §5-70-103;
100.109.540	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 prohibited:	Permanent detention or restraint, §5-11-106;
100.109.541	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 prohibited:	Permitting abuse of a minor, §5-27-221;
100.109.542	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 prohibited:	Producing, directing, or promoting a sexual performance by a child, §5-27-403;
100.109.543	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 prohibited:	Promoting obscene materials, §5-68-303;
100.109.544	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 prohibited:	Promoting obscene performance, §5-68-304;
100.109.545	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 prohibited:	Promoting prostitution in the first, second, or third degree, §5-70-104 to -106;
100.109.546	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 prohibited:	Prostitution, §5-70-102;

100.109.547	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 prohibited:	Public display of obscenity, §5-68-205;
100.109.548	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 prohibited:	Resisting arrest, §5-54-103;
100.109.549	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 prohibited:	Robbery, §5-12-102;
100.109.550	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 prohibited:	Aggravated Robbery, §5-12-103;
100.109.551	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 prohibited:	Sexual Offenses, §5-14-101 et seq.;
100.109.552	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 prohibited:	Simultaneous possession of drugs and firearms, §5-74-106;
100.109.553	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 prohibited:	Soliciting money or property from incompetents, §5-27-229;
100.109.554	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 prohibited:	Stalking, §5-71-229;
100.109.555	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 prohibited:	Terroristic act, §5-13-310;
100.109.556	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 prohibited:	Terroristic threatening, §5-13-301;
100.109.557	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 prohibited:	Theft by receiving, §5-36-106;

100.109.558	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 prohibited:	Theft of property, §5-36-103;
100.109.559	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 prohibited:	Theft of services, §5-36-104;
100.109.560	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 prohibited:	Transportation of minors for prohibited sexual conduct, §5-27-305;
100.109.561	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 prohibited:	Unlawful discharge of a firearm from a vehicle, §5-74-107; and
100.109.562	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	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 prohibited:	Voyeurism, §5-16-102.
100.109.6a	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	If the registrant 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: * The individual has completed probation or parole supervision. * The individual has paid all court ordered fees, fines, and restitution. * The individual has fully complied with all court orders pertaining to the conviction or plea.	Theft by receiving § 5-36-106;
100.109.6b	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	If the registrant 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: * The individual has completed probation or parole supervision. * The individual has paid all court ordered fees, fines, and restitution. * The individual has fully complied with all court orders pertaining to the conviction or plea.	Forgery § 5-37-201;
100.109.6c	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	If the registrant 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: * The individual has completed probation or parole supervision. * The individual has paid all court ordered fees, fines, and restitution. * The individual has fully complied with all court orders pertaining to the conviction or plea.	Financial identity fraud § 5-37-227;
100.109.6d	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	If the registrant 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: * The individual has completed probation or parole supervision. * The individual has paid all court ordered fees, fines, and restitution. * The individual has fully complied with all court orders pertaining to the conviction or plea.	Resisting arrest § 5-54-103;
100.109.6e	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	If the registrant 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: * The individual has completed probation or parole supervision. * The individual has paid all court ordered fees, fines, and restitution. * The individual has fully complied with all court orders pertaining to the conviction or plea.	Criminal impersonation in the second degree § 5-37-208(b);

100.109.6f	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	<p>If the registrant 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: * The individual has completed probation or parole supervision. * The individual has paid all court ordered fees, fines, and restitution. *</p> <p>The individual has fully complied with all court orders pertaining to the conviction or plea.</p>	Interference with visitation § 5-26-501;
100.109.6g	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	<p>If the registrant 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: * The individual has completed probation or parole supervision. * The individual has paid all court ordered fees, fines, and restitution. *</p> <p>The individual has fully complied with all court orders pertaining to the conviction or plea.</p>	Interference with court-ordered visitation § 5-26-502;
100.109.6h	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	<p>If the registrant 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: * The individual has completed probation or parole supervision. * The individual has paid all court ordered fees, fines, and restitution. *</p> <p>The individual has fully complied with all court orders pertaining to the conviction or plea.</p>	Prostitution § 5-70-102; and
100.109.6i	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	<p>If the registrant 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: * The individual has completed probation or parole supervision. * The individual has paid all court ordered fees, fines, and restitution. *</p> <p>The individual has fully complied with all court orders pertaining to the conviction or plea.</p>	Patronizing a prostitute § 5-70-203.
100.109.7	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	<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> <p>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.</p>	
100.109.8	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	<p>If approved, the waiver is not transferable to another licensed facility.</p>	
100.109.9	DEPARTMENT RESPONSIBILITY	FBI Criminal Record Checks	<p>Parents shall be informed in writing upon enrollment of their child that children may be subject to interviews by licensing staff, child maltreatment investigators, or law enforcement officials for the purpose of determining licensing compliance or for investigative purposes. (Child interviews do not require parental notice or consent.)</p>	
200.201.1	ADMINISTRATION	Administrative Procedures		
200.201.10	ADMINISTRATION	Administrative Procedures	<p>Verification of permission for persons not on the authorized pick-up 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.</p>	
200.201.2	ADMINISTRATION	Administrative Procedures	<p>Required records shall be kept and made available to the Child Care Licensing Unit on</p>	
200.201.3	ADMINISTRATION	Administrative Procedures	<p>Falsification of any document and the 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.)</p>	
200.201.4	ADMINISTRATION	Administrative Procedures	<p>Any individual and related parties, on the Department of Human Services (DHS) Exclusion List pursuant to DHS Exclusion Policy 1088 shall not be eligible to be an owner, member of the Board Directors, Director, Assistant Director, or Person in Charge of any licensed child care facility.</p>	
200.201.5	ADMINISTRATION	Administrative Procedures	<p>All applicable health and fire regulations shall be met.</p>	
200.201.6	ADMINISTRATION	Administrative Procedures	<p>The Registered Home shall not care for more than five (5) children at any time including their own pre-school children.</p>	
200.201.7	ADMINISTRATION	Administrative Procedures	<p>The caregiver shall provide prudent supervision of the other persons in the Registered Home, and is responsible for the health, welfare, and safety of the children in care.</p>	
200.201.8	ADMINISTRATION	Administrative Procedures	<p>The caregiver shall provide a copy of the list of Kindergarten Readiness skills, prepared by the Arkansas Department of Education (ADE), to 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>	
200.201.9a	ADMINISTRATION	Administrative Procedures	<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>	The individual can provide an official picture Identification (ID); and

200.201.9b	ADMINISTRATION	Administrative Procedures	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: The Registered Home primary caregiver shall be eighteen (18) years or older.	The person in charge can match the ID to the individual named on the child's data sheet.
300.301.1	PERSONNEL	Caregiver Qualifications and Responsibilities		
300.301.10a	PERSONNEL	Caregiver Qualifications and Responsibilities	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.)	The curriculum shall conform to current American Heart Association or American Red Cross guidelines;
300.301.10b	PERSONNEL	Caregiver Qualifications and Responsibilities	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.)	The curriculum shall require hands on, skill-based instruction, as well as practical testing. Training and certification that is provided solely online will not be accepted; and
300.301.10c	PERSONNEL	Caregiver Qualifications and Responsibilities	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.)	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.)
300.301.11	PERSONNEL	Caregiver Qualifications and Responsibilities	The caregiver shall be physically and emotionally able to care for children.	
300.301.12	PERSONNEL	Caregiver Qualifications and Responsibilities	Child Care Licensing may require a physician's statement for the caregiver anytime behavioral or physical indicators warrant.	
300.301.13	PERSONNEL	Caregiver Qualifications and Responsibilities	The caregiver shall not engage in behavior that could be viewed as sexual, dangerous, exploitative, or physically harmful to children.	
300.301.14	PERSONNEL	Caregiver Qualifications and Responsibilities	The caregiver shall not consume or be under the influence of illegal drugs. The caregiver shall not consume or be under the influence of alcohol while delivering care. The caregiver shall not consume or be under the influence of medications (prescription or non-prescription), which may impair his or her ability to provide care. Newly registered caregivers shall attend Business Administration Scale (BAS) training within the first six (6) months of being registered.	
300.301.15	PERSONNEL	Caregiver Qualifications and Responsibilities	At no time shall children be left unsupervised.	
300.301.16	PERSONNEL	Caregiver Qualifications and Responsibilities	Additional staff provisions shall be made for enrollment of children with disabilities who require individual attention.	
300.301.17	PERSONNEL	Caregiver Qualifications and Responsibilities		
300.301.18	PERSONNEL	Caregiver Qualifications and Responsibilities	It is recommended that all staff members who have direct contact with children receive annual Influenza (flu) immunizations. It is recommended that all staff members who have direct contact with children receive a onetime Tdap (Diphtheria, Tetanus and Pertussis) immunization.	
300.301.19	PERSONNEL	Caregiver Qualifications and Responsibilities	The primary caregiver and all secondary caregivers shall have a high school diploma or General Education Diploma (GED).	
300.301.2	PERSONNEL	Caregiver Qualifications and Responsibilities		
300.301.20	PERSONNEL	Caregiver Qualifications and Responsibilities	It is recommended that all staff members who have direct contact with children receive the recommended series of immunizations for chicken pox, mumps, measles, and rubella, or evidence of immunity.	
300.301.3	PERSONNEL	Caregiver Qualifications and Responsibilities	The caregiver shall not be otherwise employed during the time he or she is responsible for children in the home. Employment at other times shall not affect the quality of care given to the children. The caregiver shall not use profanity or speak in an abusive manner when children are present. The caregiver shall also cooperate with licensing staff during regular monitor visits.	
300.301.4	PERSONNEL	Caregiver Qualifications and Responsibilities	The caregiver shall have a person who would be able to care for the children in the event of an emergency.	
300.301.5	PERSONNEL	Caregiver Qualifications and Responsibilities		
300.301.6	PERSONNEL	Caregiver Qualifications and Responsibilities	Newly Registered Home providers shall attend Family Child Care Provider Training within the first six (6) months of being registered. The registrant shall notify the Licensing Unit within five (5) calendar days of any change in the person(s) designated as secondary caregivers.	
300.301.7	PERSONNEL	Caregiver Qualifications and Responsibilities		
300.301.8a	PERSONNEL	Caregiver Qualifications and Responsibilities	The caregiver shall obtain at least fifteen (15) hours of training, including child development training registered with DCCECE Professional Development Registry, Department of Education, or Department of Higher Education approved training each year in continuing early childhood education, which is approved by the Division. Topics appropriate for continuing early education shall include, but are not limited to the following:	Child growth and development;

300.301.8b	PERSONNEL	Caregiver Qualifications and Responsibilities	The caregiver shall obtain at least fifteen (15) hours of training, including child development training registered with DCCECE Professional Development Registry, Department of Education, or Department of Higher Education approved training each year in continuing early childhood education, which is approved by the Division. Topics appropriate for continuing early education shall include, but are not limited to the following:	Nutrition and food service;
300.301.8c	PERSONNEL	Caregiver Qualifications and Responsibilities	The caregiver shall obtain at least fifteen (15) hours of training, including child development training registered with DCCECE Professional Development Registry, Department of Education, or Department of Higher Education approved training each year in continuing early childhood education, which is approved by the Division. Topics appropriate for continuing early education shall include, but are not limited to the following:	Parent communication and involvement;
300.301.8d	PERSONNEL	Caregiver Qualifications and Responsibilities	The caregiver shall obtain at least fifteen (15) hours of training, including child development training registered with DCCECE Professional Development Registry, Department of Education, or Department of Higher Education approved training each year in continuing early childhood education, which is approved by the Division. Topics appropriate for continuing early education shall include, but are not limited to the following:	Curriculum and curriculum development;
300.301.8e	PERSONNEL	Caregiver Qualifications and Responsibilities	The caregiver shall obtain at least fifteen (15) hours of training, including child development training registered with DCCECE Professional Development Registry, Department of Education, or Department of Higher Education approved training each year in continuing early childhood education, which is approved by the Division. Topics appropriate for continuing early education shall include, but are not limited to the following:	Developmentally appropriate practice and learning environments;
300.301.8f	PERSONNEL	Caregiver Qualifications and Responsibilities	The caregiver shall obtain at least fifteen (15) hours of training, including child development training registered with DCCECE Professional Development Registry, Department of Education, or Department of Higher Education approved training each year in continuing early childhood education, which is approved by the Division. Topics appropriate for continuing early education shall include, but are not limited to the following:	Behavior management;
300.301.8g	PERSONNEL	Caregiver Qualifications and Responsibilities	The caregiver shall obtain at least fifteen (15) hours of training, including child development training registered with DCCECE Professional Development Registry, Department of Education, or Department of Higher Education approved training each year in continuing early childhood education, which is approved by the Division. Topics appropriate for continuing early education shall include, but are not limited to the following:	Emergency care and first aid; and
300.301.8h	PERSONNEL	Caregiver Qualifications and Responsibilities	The caregiver shall obtain at least fifteen (15) hours of training, including child development training registered with DCCECE Professional Development Registry, Department of Education, or Department of Higher Education approved training each year in continuing early childhood education, which is approved by the Division. Topics appropriate for continuing early education shall include, but are not limited to the following:	Administration and management of early childhood program.
300.301.9a	PERSONNEL	Caregiver Qualifications and Responsibilities	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. Introduction (eight (8) clock hours):	Proper supervision of children;
300.301.9b	PERSONNEL	Caregiver Qualifications and Responsibilities	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. Introduction (eight (8) clock hours):	Behavioral guidance practices;
300.301.9c	PERSONNEL	Caregiver Qualifications and Responsibilities	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. Introduction (eight (8) clock hours):	Safe sleep practices for infants;
300.301.9d	PERSONNEL	Caregiver Qualifications and Responsibilities	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. Introduction (eight (8) clock hours):	Shaken baby syndrome; which includes prevention (Carter's Law, Act 1208);
300.301.9e	PERSONNEL	Caregiver Qualifications and Responsibilities	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. Introduction (eight (8) clock hours):	Appropriately responding to a crying or fussy infant or child;
300.301.9f	PERSONNEL	Caregiver Qualifications and Responsibilities	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. Introduction (eight (8) clock hours):	Emergency procedures in the event of severe weather, or fire, including evacuation procedures and routes, and location and use of fire extinguishers;

300.301.9g	PERSONNEL	Caregiver Qualifications and Responsibilities	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. Introduction (eight (8) clock hours):	Mandated reporter training;
300.301.9h	PERSONNEL	Caregiver Qualifications and Responsibilities	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. Introduction (eight (8) clock hours):	Administering medication;
300.301.9i	PERSONNEL	Caregiver Qualifications and Responsibilities	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. Introduction (eight (8) clock hours):	Caring for children with special needs or care plans
300.301.9j	PERSONNEL	Caregiver Qualifications and Responsibilities	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. Introduction (eight (8) clock hours):	Transportation and car seat safety
300.301.9k	PERSONNEL	Caregiver Qualifications and Responsibilities	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. Introduction (eight (8) clock hours):	Policies regarding release of children to authorized individuals;
300.301.9l	PERSONNEL	Caregiver Qualifications and Responsibilities	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. Introduction (eight (8) clock hours):	Prevention and control of infectious diseases;
300.301.9m	PERSONNEL	Caregiver Qualifications and Responsibilities	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. Introduction (eight (8) clock hours):	Building and physical premises safety, including the identification of, and protection from, hazards, bodies of water, and vehicular traffic;
300.301.9n	PERSONNEL	Caregiver Qualifications and Responsibilities	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. Introduction (eight (8) clock hours):	Nutrition and physical activities;
300.301.9o	PERSONNEL	Caregiver Qualifications and Responsibilities	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. Introduction (eight (8) clock hours):	Prevention and response to food sensitivities and allergic reactions;
300.301.9p	PERSONNEL	Caregiver Qualifications and Responsibilities	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. Introduction (eight (8) clock hours):	Basic child development; and
300.301.9q	PERSONNEL	Caregiver Qualifications and Responsibilities	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. Introduction (eight (8) clock hours):	The handling and storage of hazardous materials and the appropriate disposal of bio contaminants.
300.302.1	PERSONNEL	Adults in the Registered Home	The caregiver(s) shall provide a clear statement regarding the presence of any other adults eighteen (18) years of age and above who reside in the home. Any adult, residents, or visitors shall not present a threat to the safety or welfare of children.	
300.302.2	PERSONNEL	Adults in the Registered Home	A Registered Home shall have additional staff when there are persons in the home who require constant or routine care.	
300.303.1	PERSONNEL	Volunteer Requirements	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 301)	
300.303.2	PERSONNEL	Volunteer Requirements	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.	
300.303.3	PERSONNEL	Volunteer Requirements	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.	

			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 and maltreatment check results and may share a copy with other facilities in which the therapist may be working.)	
300.303.4	PERSONNEL	Volunteer Requirements		
300.304.1	PERSONNEL	Supervision	The caregiver shall be responsible for children in care at all times and shall exercise prudent supervision.	
300.304.2	PERSONNEL	Supervision	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.	
300.304.3	PERSONNEL	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.	
300.304.4	PERSONNEL	Supervision	The caregiver shall be present on the outdoor play area at all times when any children are present.	
300.304.5	PERSONNEL	Supervision	The caregiver shall not leave children unattended in the kitchen area of the home while any cooking is occurring.	
300.304.6	PERSONNEL	Supervision	Ironing shall not occur in the presence of the children.	
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.	
400.401.10	PROGRAM AND ACTIVITIES	Program Requirements	Indoor activity equipment shall be adequate for the number and ages of children in the Registered Home to meet their physical and developmental needs.	
400.401.11a	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 and Gross Motor activities (such as climbing and running); and
400.401.11b	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 and Fine Motor activities (such as things done with the hands: puzzles, drawing, modeling clay).
400.401.12a	PROGRAM AND ACTIVITIES	Program Requirements	The use of television, Digital Versatile Disc (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);
400.401.12b	PROGRAM AND ACTIVITIES	Program Requirements	The use of television, Digital Versatile Disc (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 (1) hour in length); and
400.401.12c	PROGRAM AND ACTIVITIES	Program Requirements	The use of television, Digital Versatile Disc (DVD), video cassette viewing, and computer or video games and other screen time activities shall meet the following requirements: It is recommended that caregivers encourage parents to be involved in planning and participating in activities at the Registered Child Care Family Home.	Computer learning periods for children below age five (5) may not exceed two (2) hours a day per child or group of children.
400.401.13	PROGRAM AND ACTIVITIES	Program Requirements		
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. Written documentation of receipt of this information by each parent, with a signature, shall be placed in the child's file. (Carter's Law, Act 1208)	
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 infants 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; Engage in frequent, multiple, and rich social interchanges such as smiling, talking, touching, and singing;
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:	Interact with children by being their play partner as well as protector;
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:	Help children identify and label feelings by being attuned to children's needs;
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:	Communicate consistently with parents and guardians; and Interact with children and develop a relationship in the context of everyday routines.
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:	
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:	
400.401.4	PROGRAM AND ACTIVITIES	Program Requirements	There shall be an opportunity for a supervised rest period that does not exceed two (2) hours. If children do not fall asleep, they shall be allowed to participate in a quiet activity either on their cot, in the area, or in another room under supervision.	
400.401.5	PROGRAM AND ACTIVITIES	Program Requirements	Staff shall not cover the faces of sleeping children with blankets or other bedding.	
400.401.6	PROGRAM AND ACTIVITIES	Program Requirements		
400.401.7	PROGRAM AND ACTIVITIES	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.	
400.401.8a	PROGRAM AND ACTIVITIES	Program Requirements	There shall be a total of at least one (1) hour of outdoor play per day in suitable weather. It is recommended that when deciding if children should play outside, staff shall consider the following environmental factors:	When the heat index is forecast to be ninety (90) degrees 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 at least one (1) hour of outdoor play per day in suitable weather. It is recommended that when deciding if children should play outside, staff shall consider the following environmental factors:	When outdoor play occurs during the hotter part of the day, it is recommended that children have 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 at least one (1) hour of outdoor play per day in suitable weather. It is recommended that when deciding if children should play outside, staff shall consider the following environmental factors:	When outdoor play occurs during the winter months and when temperatures are extremely cold, 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	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.	
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	Toys or materials used by younger children shall not be small enough to be swallowed.	
400.402.11	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.	
400.402.12	PROGRAM AND ACTIVITIES	Infant and Toddler Specific Program Requirements	Safety straps shall be used on all equipment originally manufactured with safety straps.	
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.	
400.402.3a	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;
400.402.3b	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;
400.402.3c	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;

400.402.3d	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; 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
400.402.3e	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, modeling play behavior such as imagination and use of toys and equipment and providing verbal encouragement and support.
400.402.3f	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:	
400.402.4	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. 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.	
400.402.5	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.	
400.402.6	PROGRAM AND ACTIVITIES	Infant and Toddler Specific Program Requirements		
400.402.7	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 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 that a different sleep position is indicated. Infants' sleep space (e.g. crib) shall be free of loose bedding. It is recommended that if a light blanket is necessary, it be kept at or below the mid-chest area of the child. Staff shall not cover the faces of infants.	
400.402.8	PROGRAM AND ACTIVITIES	Infant and Toddler Specific Program Requirements		
400.402.9	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. The school age child shall be provided with a choice of indoor and outdoor activities.	
400.403.1	PROGRAM AND ACTIVITIES	School Age Children Program Requirements	A quiet time and a private place with appropriate equipment shall be provided for one person activities, including resting or homework. A supervised rest period does not apply to school-age children.	
400.403.2	PROGRAM AND ACTIVITIES	School Age Children Program Requirements		School age children who leave the Registered 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
400.403.3a	PROGRAM AND ACTIVITIES	School Age Children Program Requirements	Permission of parents shall be on file for school age children to leave the home.	
400.403.3b	PROGRAM AND ACTIVITIES	School Age Children Program Requirements	Permission of parents shall be on file for school age children to leave the home.	Permission for regular activities such as scouting may be given for the entire school term.
400.404.1	PROGRAM AND ACTIVITIES	Evening and Night Care Program Requirements	Night care is any care provided after midnight. 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 and/or other alarms to alert the caregiver if the children leave the sleeping area, the ages, number, 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.	
400.404.4	PROGRAM AND ACTIVITIES	Evening and Night Care Program Requirements	Evening meals shall be served. The home shall ensure that children spending the night are served breakfast.	
400.404.5	PROGRAM AND ACTIVITIES	Evening and Night Care Program Requirements	Drinking water shall be available to children during the night. 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.	
400.404.6	PROGRAM AND ACTIVITIES	Evening and Night Care Program Requirements		

400.404.7a	PROGRAM AND ACTIVITIES	Evening and Night Care Program Requirements	Children 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; Each child's bed or cot shall have a cover available; and
400.404.7b	PROGRAM AND ACTIVITIES	Evening and Night Care Program Requirements	Children in night care shall be given a bed or cot with mattress or pad and a pillow.	
400.404.7c	PROGRAM AND ACTIVITIES	Evening and Night Care Program Requirements	Children in night care shall be given a bed or cot with mattress or pad and a pillow.	Beds or cots shall be arranged at least one foot (1') apart.
400.404.8	PROGRAM AND ACTIVITIES	Evening and Night Care Program Requirements	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 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 registration requirements and to the number and ages of children in care during the third shift. Use of behavior guidance shall show that the caregiver understands each child's needs and shall promote self-discipline and good behavior.	
500.501.1	BEHAVIOR GUIDANCE	Behavior Guidance Requirements		Look for appropriate behavior and reinforce the children with praise and encouragement when they are behaving well;
500.501.2a	BEHAVIOR GUIDANCE	Behavior Guidance Requirements	Acceptable behavior guidance techniques include:	Remind the children on a daily basis of the rules by using clear positive statements of how they are expected to behave rather than what they are not supposed to do; Attempt to ignore minor inappropriate behaviors and concentrate on what the child is doing properly;
500.501.2b	BEHAVIOR GUIDANCE	Behavior Guidance Requirements	Acceptable behavior guidance techniques include:	
500.501.2c	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; When a misbehaving child begins to behave appropriately, encourage and praise small positive steps rather than waiting until the child has behaved for a long period of time; and Attend to the children who are behaving appropriately, and other children will follow their example in order to obtain your attention.
500.501.2d	BEHAVIOR GUIDANCE	Behavior Guidance Requirements	Acceptable behavior guidance techniques include:	
500.501.2e	BEHAVIOR GUIDANCE	Behavior Guidance Requirements	Acceptable behavior guidance techniques include:	
500.501.2f	BEHAVIOR GUIDANCE	Behavior Guidance Requirements	Acceptable behavior guidance techniques include:	
500.501.3	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.	
500.501.4	BEHAVIOR GUIDANCE	Behavior Guidance Requirements		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);
500.501.5a	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:	
500.501.5b	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;
500.501.5c	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;
500.501.5d	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.;
500.501.5e	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:	Profane or abusive language;
500.501.5f	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:	Isolation without supervision;
500.501.5g	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; Inflicting physical pain, hitting, pinching, pulling hair, slapping, kicking, twisting arms, biting or biting back, spitting, swatting, etc.;
500.501.5h	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:	

500.501.5i	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);
500.501.5j	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);
500.501.5k	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; Denying food (lunch or snacks) as punishment or punishing children for not eating (Children shall not be forced or bribed to eat);
500.501.5l	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:	Shaming, humiliating, frightening, physically or mentally harming children or labeling children; and
500.501.5m	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:	Covering the faces of children with blankets or similar items.
500.501.5n	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 allowed.)	
500.501.6	BEHAVIOR GUIDANCE	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.)	
500.502.1	BEHAVIOR GUIDANCE	Infant and Toddler Behavior Guidance Requirements		
600.601.1a	RECORDS	Home Records	All employee, child, and home records shall be kept 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 and registration Compliance Form(s) (DCC-521). (The caregiver shall advise parents in writing that the compliance forms are available for review upon request);
600.601.1b	RECORDS	Home Records	All employee, child, and home records shall be kept 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.)	Verification of Child Care Liability Insurance; Fire department approval, if required by local fire department, state fire code, or requested by the Child Care Licensing Unit due to possible hazards;
600.601.1c	RECORDS	Home Records	All employee, child, and home records shall be kept 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.)	Arkansas State Department of Health approval, if applicable;
600.601.1d	RECORDS	Home Records	All employee, child, and home records shall be kept 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.)	Verification of annual approval by the Boiler Inspector Division of the Department of Labor;
600.601.1e	RECORDS	Home Records	All employee, child, and home records shall be kept 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.)	Record of emergency drills;
600.601.1f	RECORDS	Home Records	All employee, child, and home records shall be kept 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.)	Plans and procedures of Emergency Preparedness;
600.601.1g	RECORDS	Home Records	All employee, child, and home records shall be kept 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.)	
600.601.1h	RECORDS	Home Records	All employee, child, and home records shall be kept 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.)	Pet vaccinations;
600.601.1i	RECORDS	Home Records	All employee, child, and home records shall be kept 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.)	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;
600.601.1j	RECORDS	Home Records	All employee, child, and home records shall be kept 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.)	Transportation rosters, if applicable; and
600.601.1k	RECORDS	Home Records	All employee, child, and home records shall be kept 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.)	Verification of commercial vehicle insurance coverage.

600.602.1	RECORDS	Children's Records	Enrollment information shall be obtained for each child before admission. (Sample enrollment forms may be obtained from your Licensing Specialist.)	
600.602.2a	RECORDS	Children's Records	Identifying and Personal Data shall include:	Child's name, birth date, home address, and telephone number; Name and addresses of the parents and telephone numbers where the parents can be reached while the child is in care;
600.602.2b	RECORDS	Children's Records	Identifying and Personal Data shall include:	Date of enrollment in facility;
600.602.2c	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;
600.602.2d	RECORDS	Children's Records	Identifying and Personal Data shall include:	The caregiver shall provide a written discipline policy to parents, with a copy signed by the parents and retained by the caregiver; and
600.602.2e	RECORDS	Children's Records	Identifying and Personal Data shall include:	Any legal documentation that has been given to the facility, by the parent or legal guardian, regarding the care of the child.
600.602.2f	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;
600.602.3a	RECORDS	Children's Records	Medical Records shall include:	Pertinent past medical history on the child and any change in health;
600.602.3b	RECORDS	Children's Records	Medical Records shall include:	Child's unusual food needs such as special formulas, diabetic diet, or food allergies;
600.602.3c	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;
600.602.3d	RECORDS	Children's Records	Medical Records shall include:	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 as an insert in this publication);
600.602.3e	RECORDS	Children's Records	Medical Records shall include:	A written record shall be made of all significant changes in the child's physical or emotional state and 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 on the day of occurrence; and
600.602.3f	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.
600.602.3g	RECORDS	Children's Records	Medical Records shall include:	Consent for emergency medical care and transportation for such care which shall accompany children who are transported to and from the home;
600.602.4a	RECORDS	Children's Records	Permissions and Agreements will be signed by the parents and caregiver(s):	Other transportation permission, if any, including routine and special field trips;
600.602.4b	RECORDS	Children's Records	Permissions and Agreements will be signed by the parents and caregiver(s):	Permission to participate in water activities, if any;
600.602.4c	RECORDS	Children's Records	Permissions and Agreements will be signed by the parents and caregiver(s):	Signed statements by the parents stating who is authorized to pick up the child;
600.602.4d	RECORDS	Children's Records	Permissions and Agreements will be signed by the parents and caregiver(s):	

600.602.4e	RECORDS	Children's Records	Permissions and Agreements will be signed by the parents and caregiver(s):	Written permission for the facility to photograph or video tape their child, if applicable; and Written permission for the facility to place photos and video recordings of their child on social media or other websites, if applicable.
600.602.4f	RECORDS	Children's Records	Permissions and Agreements will be signed by the parents and caregiver(s):	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);
600.603.1a	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 a current copy of the driver's license for caregiver(s) who transports children.
600.603.1b	RECORDS	Caregiver Records	Caregiver records shall contain the following:	
600.603.1c	RECORDS	Caregiver Records	Caregiver records shall contain the following: It is recommended that food brought in from outside sources be in commercially prepackaged containers or come from Health 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 brought in from home kitchens.	
700.701.10	NUTRITION	Nutrition Requirements	Children shall not be forced or bribed to eat.	
700.701.11	NUTRITION	Nutrition Requirements		
700.701.1a	NUTRITION	Nutrition Requirements	The Registered Home shall meet the following:	All food shall be safe and stored properly to prevent spoiling;
700.701.1b	NUTRITION	Nutrition Requirements	The Registered Home shall meet the following:	There shall be a thermometer in the refrigerator that is visible and maintained at forty-one (41) degrees Fahrenheit or below. Freezer thermometers shall be maintained at thirty-two (32) degrees Fahrenheit or below. All freezers shall be inaccessible to children;
700.701.1c	NUTRITION	Nutrition Requirements	The Registered Home shall meet the following:	Food shall not be stored under sinks;
700.701.1d	NUTRITION	Nutrition Requirements	The Registered Home shall meet the following:	Food shall be stored in original container or in a closed container;
700.701.1e	NUTRITION	Nutrition Requirements	The Registered Home shall meet the following:	Chemical and toxins shall not be stored in food storage area; and All medicines shall be stored separately from food at all times.
700.701.1f	NUTRITION	Nutrition Requirements	The Registered Home shall meet the following:	Caregivers shall wash hands before preparing food;
700.701.2a	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 sink with hot and cold running water;
700.701.2b	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;
700.701.2c	NUTRITION	Nutrition Requirements	All food and drink shall be prepared, distributed, and served under sanitary conditions and the following shall be met:	All counter tops and other food preparation surfaces shall be kept clear of clutter and in a sanitary condition;
700.701.2d	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;
700.701.2e	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
700.701.2f	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 systems may contain higher levels of lead and other substances that could be harmful to small children.)
700.701.2g	NUTRITION	Nutrition Requirements	All food and drink shall be prepared, distributed, and served under sanitary conditions and the following shall be met:	
700.701.3	NUTRITION	Nutrition Requirements	Food shall be served on individual plates, bowls, or other dishes that can be sanitized or discarded.	

700.701.4	NUTRITION	Nutrition Requirements	Age appropriate tables and chairs, highchairs, and equipment designed for children, or other comfortable seating options shall be used during snack and meal time.
700.701.5	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.
700.701.6	NUTRITION	Nutrition Requirements	Breakfast shall be made available to children who arrive before 7:00am. 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 guidelines.
700.701.7	NUTRITION	Nutrition Requirements	All children in care during 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).
700.701.8	NUTRITION	Nutrition Requirements	Menus for all food service shall be available for review.
700.701.9	NUTRITION	Nutrition Requirements	The routine use of baby food, bottles, and formula shall be agreed upon by the caregiver and parent (Appendix B). 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.
700.702.1	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.
700.702.10	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. A sanitary method of cleaning baby bottles shall be practiced.
700.702.2	NUTRITION	Infant and Toddler Nutrition Requirements	Baby bottles shall be properly refrigerated.
700.702.3	NUTRITION	Infant and Toddler Nutrition Requirements	Microwaves shall not be used for heating bottles due to the danger of uneven heating.
700.702.4	NUTRITION	Infant and Toddler Nutrition Requirements	Infant feeding schedules shall be flexible and adapted to each infant's needs.
700.702.5	NUTRITION	Infant and Toddler Nutrition Requirements	The solid foods fed to an infant shall be determined by the child's parent(s).
700.702.6	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 or older shall be held if needed.
700.702.7	NUTRITION	Infant and Toddler Nutrition Requirements	Infants no longer held for feedings shall either sit in low chairs at low tables or in infant seats with trays, or in highchairs with wide bases. Safety straps shall be used.
700.702.8	NUTRITION	Infant and Toddler Nutrition Requirements	
700.702.9	NUTRITION	Infant and Toddler Nutrition Requirements	
800.801.1	BUILDING	Building Requirements	The Registered Family 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.
800.801.2	BUILDING	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/or 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	BUILDING	Building Requirements	The Registered Family Home shall have a working telephone on site all hours children are in care. The registrant 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.)
800.801.4	BUILDING	Building Requirements	Light, heating, cooling, and ventilation of the home shall be adequate for safety and comfort.
800.801.5	BUILDING	Building Requirements	Windows and doors used for ventilation shall be screened. 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.
800.801.6	BUILDING	Building Requirements	
800.801.7a	BUILDING	Building Requirements	Carbon monoxide detectors shall be placed in homes according to manufacturer's recommendations if either of the following situations apply: 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

800.801.7b	BUILDING	Building Requirements	Carbon monoxide detectors shall be placed in homes according to manufacturer's recommendations if either of the following situations apply:	Situations where carbon monoxide detectors are required by state or local law.
800.801.8	BUILDING	Building Requirements	Manufactured homes registered as Registered Child Care Family Home shall be tied down and under-pinned as required by the Arkansas Manufactured Home Commission. The Registered Child Care Family Home shall obtain an inspection and approval from the Arkansas Manufactured Home Commission prior to registration. An annual fire approval shall be obtained on all manufactured homes that are registered.	
800.801.9	BUILDING	Building Requirements		
900.901.1	GROUNDS	Ground Requirements	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.	
900.901.10a	GROUNDS	Ground Requirements	Use zone protective surfacing depths shall be as follows: Minimum compressed loose-fill protective surfacing depths Inches Loose-Fill Material Protects to Fall Height	6* Shredded and recycled rubber 10 feet *Shredded and recycled rubber loose-fill protective surfacing does not compress in the same manner as other loose-fill materials. However, it is recommended that care be taken to maintain a constant depth as displacement may still occur.
900.901.10b	GROUNDS	Ground Requirements	Use zone protective surfacing depths shall be as follows: Minimum compressed loose-fill protective surfacing depths Inches Loose-Fill Material Protects to Fall Height	9 Sand 4 feet
900.901.10c	GROUNDS	Ground Requirements	Use zone protective surfacing depths shall be as follows: Minimum compressed loose-fill protective surfacing depths Inches Loose-Fill Material Protects to Fall Height	9 Pea Gravel 5 feet
900.901.10d	GROUNDS	Ground Requirements	Use zone protective surfacing depths shall be as follows: Minimum compressed loose-fill protective surfacing depths Inches Loose-Fill Material Protects to Fall Height	9 Wood mulch (non-CCA) 7 feet
900.901.10e	GROUNDS	Ground Requirements	Use zone protective surfacing depths shall be as follows: Minimum compressed loose-fill protective surfacing depths Inches Loose-Fill Material Protects to Fall Height	9 Wood chips 10 feet
900.901.2	GROUNDS	Ground Requirements	Any changes in the play area boundaries or equipment requested must be submitted in writing and approved prior to use.	
900.901.3	GROUNDS	Ground Requirements	All equipment and protective surfacing shall be installed and maintained according to manufacturer's guidelines.	
900.901.4	GROUNDS	Ground Requirements	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	GROUNDS	Ground Requirements	Children shall be supervised at all times when outdoors by someone at least eighteen (18) years of age.	
900.901.6	GROUNDS	Ground Requirements	The play area shall be maintained in good order and free of potentially hazardous items.	
900.901.7	GROUNDS	Ground Requirements	Trampolines shall not be used. (Therapeutic use of trampolines is acceptable if supervised by the therapist on a one-on-one basis.)	
900.901.8	GROUNDS	Ground Requirements	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-on-one basis.)	
900.901.9	GROUNDS	Ground Requirements	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."	
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.	
1000.1001.10	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.	
1000.1001.11	Sleeping Arrangements	Sleeping Arrangements Requirements	Children shall not nap on waterbeds, beanbags, or thick rugs.	
1000.1001.12	Sleeping Arrangements	Sleeping Arrangements Requirements	Playpens or cribs shall not be placed near dangling cords.	
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.	

1000.1001.3	Sleeping Arrangements	Sleeping Arrangements Requirements	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.
1000.1001.4	Sleeping Arrangements	Sleeping Arrangements Requirements	Waterbeds shall not be used for sleeping children under the age of two (2) years.
1000.1001.5a	Sleeping Arrangements	Sleeping Arrangements Requirements	The following guidelines shall also be required for cribs:
1000.1001.5b	Sleeping Arrangements	Sleeping Arrangements Requirements	The following guidelines shall also be required for cribs:
1000.1001.5c	Sleeping Arrangements	Sleeping Arrangements Requirements	The following guidelines shall also be required for cribs:
1000.1001.5d	Sleeping Arrangements	Sleeping Arrangements Requirements	The following guidelines shall also be required for cribs:
1000.1001.5e	Sleeping Arrangements	Sleeping Arrangements Requirements	The following guidelines shall also be required for cribs:
1000.1001.5f	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; Mattresses shall fit snugly in the crib; The space between crib and mattress shall measure no more than one inch (1);" Corner post shall be the same height as end panels; End panels shall extend below mattress at the lowest position of the mattress; and Baby beds shall have slats no greater than two and three-eighths (2 3/8) apart."
1000.1001.6	Sleeping Arrangements	Sleeping Arrangements Requirements	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."
1000.1001.7	Sleeping Arrangements	Sleeping Arrangements Requirements	Doors in rooms where children are sleeping shall remain open. Infants and toddlers shall be visually monitored at all times and physically checked regularly for breathing.
1000.1001.8	Sleeping Arrangements	Sleeping Arrangements Requirements	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.
1000.1001.9	Sleeping Arrangements	Sleeping Arrangements Requirements	The Registered Home shall have an adequate supply of water that meets the standards for drinking water of the Arkansas Health Department (ADH). Bottled water is also acceptable. Water shall always be available to the children.
1100.1101.1	HEALTH	General Health Requirements	The Registered Home shall follow any health or medical care plans or medical documentation as provided by the child's physician, parent, or guardian.
1100.1101.2	HEALTH	General Health Requirements	
1100.1101.3	HEALTH	General Health Requirements	Garbage shall be kept in a closed container out of children's reach. All garbage, soiled diapers, and trash shall be removed from the home daily and from the grounds at least once a week.
1100.1101.4	HEALTH	General Health Requirements	The home shall be free of insects and rodents.
1100.1101.5	HEALTH	General Health Requirements	Waste and sewage disposal and toilet facilities shall be safe and sanitary. The Health Department may be consulted for its recommendation.
			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);
1100.1101.7a	HEALTH	General Health Requirements	Registered 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:
1100.1101.7b	HEALTH	General Health Requirements	Registered 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:
1100.1101.7c	HEALTH	General Health Requirements	Registered 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; Other outdoor areas when children are present on those areas; and
1100.1101.7d	HEALTH	General Health Requirements	Registered 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.
1100.1101.8a	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);
1100.1101.8b	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;
1100.1101.8c	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;
1100.1101.8d	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;
1100.1101.8e	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;
1100.1101.8f	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;

1100.1101.8g	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;
1100.1101.8h	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
1100.1101.8i	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.
1100.1101.9	HEALTH	General Health Requirements	There shall be no adult in the home who poses a health risk to children in care.	
1100.1102.1	HEALTH	Children's Health	No child or staff shall be admitted who has a contagious or infectious disease.	
1100.1102.10	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 Registered Home provider shall verify that the child has been immunized as required by 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.)	
1100.1102.11	HEALTH	Children's Health		
1100.1102.12	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 or sunscreens used for infant and toddlers and preschool children shall be kept out of the children's reach and shall be administered only with written parental permission. School age children may apply sunscreen to themselves with supervision. Blanket permission may be obtained annually.	
1100.1102.13	HEALTH	Children's Health	It is recommended that the facility have an automated external defibrillator on site.	
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.	
1100.1102.3a	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. Temporarily exclude from child care if child has:	Sudden change in behavior, such as: <ul style="list-style-type: none"> • lethargy or lack of responsiveness. • unexplained irritability or persistent crying. • difficult breathing. • a quickly-spreading rash.
1100.1102.3b	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. Temporarily exclude from child care if child has:	Fever over one hundred and one (101) degrees oral or one hundred (100) degrees axillary (or equivalent method) in a child who also has pain, behavior changes, or other symptoms of illness; <ul style="list-style-type: none"> • 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.
1100.1102.3c	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. 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);
1100.1102.3d	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. Temporarily exclude from child care if child has:	Blood or mucus in stools (unless caused by hard stools);

1100.1102.3e	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. Temporarily exclude from child care if child has:	Vomiting illness (two (2) or more episodes of vomiting in the previous twenty-four (24) hours);
1100.1102.3f	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. Temporarily exclude from child care if child has:	Abdominal pain which lasts more than two (2) hours;
1100.1102.3g	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. Temporarily exclude from child care if child has:	Mouth sores with drooling;
1100.1102.3h	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. Temporarily exclude from child care if child has:	Rash with fever or behavior change;
1100.1102.3i	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. 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: <ul style="list-style-type: none"> • fever; • eye pain; • redness and/or swelling of the skin around the eyes; or • if more than one child in the program has symptoms.
1100.1102.3j	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. Temporarily exclude from child care if child has:	Pediculosis (head lice), from the end of the day until after the first treatment
1100.1102.3k	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. 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;
1100.1102.3l	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. Temporarily exclude from child care if child has:	Impetigo, until treatment has been started;
1100.1102.3m	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. Temporarily exclude from child care if child has:	Strep throat, until twenty-four (24) hours after antibiotic treatment has been started;
1100.1102.3n	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. Temporarily exclude from child care if child has:	Chicken pox, until all lesions have crusted (usually six (6) days after the rash appears);
1100.1102.3o	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. Temporarily exclude from child care if child has:	Rubella, until six (6) days after onset of rash;
1100.1102.3p	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. Temporarily exclude from child care if child has:	Pertussis (whooping cough); until five (5) days of antibiotic treatment;

1100.1102.3q	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. Temporarily exclude from child care if child has:	Mumps, until five (5) days after onset of gland swelling;
1100.1102.3r	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. Temporarily exclude from child care if child has:	Measles, until four (4) days after onset of rash; and
1100.1102.3s	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. 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.
1100.1102.4	HEALTH	Children's Health	Illness in the Registered Home shall be handled to protect all children in care.	
1100.1102.5	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.	
1100.1102.6	HEALTH	Children's Health	In case of critical illness or serious injury that requires the attention of medical personnel, the Child Care Licensing Specialist shall be notified within one (1) business day.	Cases of serious contagious disease shall be reported to the parents of all the children in care; and
1100.1102.7a	HEALTH	Children's Health	The caregiver shall notify the child's parent of significant events that affect the children. This shall include, but not be limited to:	
1100.1102.7b	HEALTH	Children's Health	The caregiver shall notify the child's parent of significant events that affect the children. This shall include, but not be limited to:	Any injury incurred by a child.
1100.1102.8a	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;
1100.1102.8b	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);
1100.1102.8c	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:	Whooping cough (Pertussis);
1100.1102.8d	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;
1100.1102.8e	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;
1100.1102.8f	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;
1100.1102.8g	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); and
1100.1102.8h	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.
1100.1102.9a	HEALTH	Children's Health	Reporting data shall include:	The reporter's name, location, and phone number;
1100.1102.9b	HEALTH	Children's Health	Reporting data shall include:	The name of the disease reported and the onset date;
1100.1102.9c	HEALTH	Children's Health	Reporting data shall include:	The patient's name, address, phone number, age, sex, and the race (Please spell the patient's name);
1100.1102.9d	HEALTH	Children's Health	Reporting data shall include:	The attending physician's name, location, and phone number;

1100.1102.9e	HEALTH	Children's Health	Reporting data shall include:	Any pertinent clinical and laboratory information used in the diagnosis (Please give the laboratory name); and Any treatment information, if known.
1100.1102.9f	HEALTH	Children's Health	Reporting data shall include:	
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 chairs may be used by the younger children if emptied, cleaned, and disinfected after each use. Potty chairs shall be located in the bathroom only.	
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	Caregiver's and children's hands shall be washed with liquid soap before meals, after toileting, after each diaper change, and as needed.	
1100.1103.5a	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;
1100.1103.5b	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;
1100.1103.5c	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; The table shall be a convenient height for use by caregivers and teachers; and
1100.1103.5d	HEALTH	Toilet Arrangements	There shall be a safe diaper changing table that meets the following requirements:	The table shall be equipped with a raised edge or other provision to help reduce the risk of a child rolling off the table.
1100.1103.5e	HEALTH	Toilet Arrangements	There shall be a safe diaper changing table that meets the following requirements:	
1100.1103.6	HEALTH	Toilet Arrangements	Children shall always be attended during diapering.	
1100.1103.7	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.	
1100.1103.8	HEALTH	Toilet Arrangements	The caregiver shall assist children in toilet routine and hygiene practices.	
1100.1103.9a	HEALTH	Toilet Arrangements	The following methods shall not be used in toilet learning:	Placing the child on a toilet or potty chair for prolonged time periods;
1100.1103.9b	HEALTH	Toilet Arrangements	The following methods shall not be used in toilet learning:	Using harsh language;
1100.1103.9c	HEALTH	Toilet Arrangements	The following methods shall not be used in toilet learning:	Punishing or berating in any way for soiling clothing;
1100.1103.9d	HEALTH	Toilet Arrangements	The following methods shall not be used in toilet learning:	Using physical force to place child on a toilet or potty chair against their will; and
1100.1103.9e	HEALTH	Toilet Arrangements	The following methods shall not be used in toilet learning:	Leaving child unsupervised on toilet.
1100.1104.1	HEALTH	Medications	Prescription medicine shall be in the original container with a child resistant cap, and labeled with the child's name, not have an expired date, instructions, and the physician's name.	
1100.1104.2	HEALTH	Medications	All non-prescription medicine (except aspirin substitutes, such as ibuprofen and acetaminophen) shall be labeled with the child's name and dated.	
1100.1104.3	HEALTH	Medications	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	Medications	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.	
1100.1104.5	HEALTH	Medications	The facility shall share information with families regarding medical homes for children.	
1100.1104.6	HEALTH	Medications	Medicines shall be kept in a locked area. Medicine shall be kept out of the reach of the children when dispensing.	
1100.1104.7	HEALTH	Medications	Rescue medications such as inhalers or EpiPens shall be inaccessible to children (kept in an accessible cabinet with a child proof type safety latch or carried by the caregiver.)	
1100.1104.8	HEALTH	Medications	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.	
1100.1104.9	HEALTH	Medications	Medicine shall be stored at the proper temperature, separately from food at all times.	
1100.1105.1a	HEALTH	Phone Numbers Required	The following 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 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 numbers shall be available in the immediate area of the telephone:	Fire department;
1100.1105.1d	HEALTH	Phone Numbers Required	The following 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 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 numbers shall be available in the immediate area of the telephone:	The physicians named by the parents;
1100.1105.1g	HEALTH	Phone Numbers Required	The following numbers shall be available in the immediate area of the telephone:	The Child Care Licensing Central Office: 501-682-8590 or toll free 1-800 445-3316; and
1100.1105.1h	HEALTH	Phone Numbers Required	The following numbers shall be available in the immediate area of the telephone:	Home and business numbers of parents.
1100.1106.1	HEALTH	Pets	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 Registrant shall immediately notify the Licensing Unit of any damage to the building and/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	The registrant shall immediately notify the Licensing Unit of any damage to the building and/or grounds. If phone service is not available, notification shall be as soon as service is restored or available.	
1200.1201.10a	SAFETY	Safety Requirements	The registrant shall immediately notify the Licensing Unit of any damage to the building and/or grounds. If phone service is not available, notification shall be as soon as service is restored or available.	List of emergency numbers;
1200.1201.10b	SAFETY	Safety Requirements	The registrant shall immediately notify the Licensing Unit of any damage to the building and/or grounds. If phone service is not available, notification shall be as soon as service is restored or available.	List of all emergency and contact information for children;
1200.1201.10c	SAFETY	Safety Requirements	The registrant shall immediately notify the Licensing Unit of any damage to the building and/or grounds. If phone service is not available, notification shall be as soon as service is restored or available.	List of all emergency and contact information for staff;
1200.1201.10d	SAFETY	Safety Requirements	The registrant shall immediately notify the Licensing Unit of any damage to the building and/or grounds. If phone service is not available, notification shall be as soon as service is restored or available.	First aid kit (requirement 1101.8) with extra gloves;
1200.1201.10e	SAFETY	Safety Requirements	The registrant shall immediately notify the Licensing Unit of any damage to the building and/or grounds. If phone service is not available, notification shall be as soon as service is restored or available.	Kleenex;
1200.1201.10f	SAFETY	Safety Requirements	The registrant shall immediately notify the Licensing Unit of any damage to the building and/or grounds. If phone service is not available, notification shall be as soon as service is restored or available.	Battery powered flashlight and extra batteries;
1200.1201.10g	SAFETY	Safety Requirements	The registrant shall immediately notify the Licensing Unit of any damage to the building and/or grounds. If phone service is not available, notification shall be as soon as service is restored or available.	Battery powered radio and extra batteries;
1200.1201.10h	SAFETY	Safety Requirements	The registrant shall immediately notify the Licensing Unit of any damage to the building and/or grounds. If phone service is not available, notification shall be as soon as service is restored or available.	Hand sanitizer;
1200.1201.10i	SAFETY	Safety Requirements	The registrant shall immediately notify the Licensing Unit of any damage to the building and/or grounds. If phone service is not available, notification shall be as soon as service is restored or available.	Notepad and pens or pencils;
1200.1201.10j	SAFETY	Safety Requirements	The registrant shall immediately notify the Licensing Unit of any damage to the building and/or grounds. If phone service is not available, notification shall be as soon as service is restored or available.	Whistle;
1200.1201.10k	SAFETY	Safety Requirements	The registrant shall immediately notify the Licensing Unit of any damage to the building and/or grounds. If phone service is not available, notification shall be as soon as service is restored or available.	Disposable cups;
1200.1201.10l	SAFETY	Safety Requirements	The registrant shall immediately notify the Licensing Unit of any damage to the building and/or grounds. If phone service is not available, notification shall be as soon as service is restored or available.	Wet wipes; and
1200.1201.10m	SAFETY	Safety Requirements	The registrant shall immediately notify the Licensing Unit of any damage to the building and/or grounds. If phone service is not available, notification shall be as soon as service is restored or available.	Emergency survival blanket.
1200.1201.11	SAFETY	Safety Requirements	Registered Homes shall maintain a log of all child product recall and safety notices issued by Consumer Product Safety Commission (CPSC) or distributed by the Attorney General's Office and shall post or otherwise make these notices available for parents to review. The holder of the registration shall certify on an annual basis that these notices have been maintained, reviewed, and that any identified items have been removed from the home. 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.	

1200.1201.13	SAFETY	Safety Requirements	Indoor or outdoor cooling or heating units shall have guards or barriers when necessary. All outdoor electrical boxes, gas lines, and exposed electrical cords shall be enclosed.	
1200.1201.14	SAFETY	Safety Requirements	Stairways shall be well lighted and guarded as needed.	
1200.1201.15	SAFETY	Safety Requirements	Dangerous equipment or objects shall be stored away from areas used by the children.	
1200.1201.16	SAFETY	Safety Requirements	All detergent and cleaning supplies shall be kept out of the reach of children. (This does not include hand soap in children's or staff bathroom.) Supplies used for children's activities shall be carefully supervised.	
1200.1201.17	SAFETY	Safety Requirements	All poisonous substances shall be kept in a locked area. 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 facility or on the premises, regardless if children are present or not.	
1200.1201.19	SAFETY	Safety Requirements	Tanks, ponds, swimming pools, open wells, drainage ditches, and sewage drainpipes shall be fenced if located within the play area.	
1200.1201.1a	SAFETY	Safety Requirements	Within thirty (30) days of registration and within thirty (30) days of any change or modification of the floor plan, the facility shall file a copy of their floor plan with the local Office of Emergency Management including the following § 20-78-228 Act 1159 of 2013:	A schematic drawing of the facility and property used by the child care facility including the configuration of rooms, spaces, and other physical features of the building;
1200.1201.1b	SAFETY	Safety Requirements	Within thirty (30) days of registration and within thirty (30) days of any change or modification of the floor plan, the facility shall file a copy of their floor plan with the local Office of Emergency Management including the following § 20-78-228 Act 1159 of 2013:	The location or locations where children enrolled in child care spend time regularly;
1200.1201.1c	SAFETY	Safety Requirements	Within thirty (30) days of registration and within thirty (30) days of any change or modification of the floor plan, the facility shall file a copy of their floor plan with the local Office of Emergency Management including the following § 20-78-228 Act 1159 of 2013:	The escape routes approved by the local fire department for the child care facility;
1200.1201.1d	SAFETY	Safety Requirements	Within thirty (30) days of registration and within thirty (30) days of any change or modification of the floor plan, the facility shall file a copy of their floor plan with the local Office of Emergency Management including the following § 20-78-228 Act 1159 of 2013:	The licensed capacity and ages of children per room at the facility;
1200.1201.1e	SAFETY	Safety Requirements	Within thirty (30) days of registration and within thirty (30) days of any change or modification of the floor plan, the facility shall file a copy of their floor plan with the local Office of Emergency Management including the following § 20-78-228 Act 1159 of 2013:	The contact information for at least two (2) emergency contacts for the facility; and
1200.1201.1f	SAFETY	Safety Requirements	Within thirty (30) days of registration and within thirty (30) days of any change or modification of the floor plan, the facility shall file a copy of their floor plan with the local Office of Emergency Management including the following § 20-78-228 Act 1159 of 2013:	An aerial view of the child care facility and property used by the child care facility shall be included with the floor plan if available. Homes already registered on the effective date of this regulation shall have thirty (30) days to comply.
1200.1201.2	SAFETY	Safety Requirements	The Registered 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	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 requires inspection during the construction phase. Obtaining approval for existing pools is usually not possible.)	
1200.1201.21	SAFETY	Safety Requirements	Wading pools shall not be used by children under two (2) years of age. Water sprinklers are acceptable.	
1200.1201.22	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;

1200.1201.3d	SAFETY	Safety Requirements	The written plan shall include the following information:	Procedures to address the needs of individual children, including children with special needs, disabilities, and children with chronic medical conditions;
1200.1201.3e	SAFETY	Safety Requirements	The written plan shall include the following information:	Procedures and documentation for annual training of staff regarding the plan and possible reassignment of staff duties in an emergency; and 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: 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.	
1200.1201.4	SAFETY	Safety Requirements		
1200.1201.5	SAFETY	Safety Requirements	The Registered Child Care Family Home shall coordinate with local emergency management officials to plan for emergencies. Written procedures and evacuation diagrams for emergency drills shall be posted in each room used for childcare.	
1200.1201.6	SAFETY	Safety Requirements	Fire and tornado drills shall be practiced as follows:	Monthly;
1200.1201.7a	SAFETY	Safety Requirements		Fire and tornado drills shall be practiced on separate days and at different times of the day;
1200.1201.7b	SAFETY	Safety Requirements	Fire and tornado drills shall be practiced as follows:	
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.); Everyone in the home at the time of the drill shall participate in the drill; and Caregivers, including volunteers, shall be trained in safety drill procedures.
1200.1201.7d	SAFETY	Safety Requirements	Fire and tornado drills shall be practiced as follows:	
1200.1201.7e	SAFETY	Safety Requirements	Fire and tornado drills shall be practiced as follows:	
1200.1201.8a	SAFETY	Safety Requirements	The Registered Child Care Family Home shall maintain a record of emergency drills. This record shall include:	Date of drill;
1200.1201.8b	SAFETY	Safety Requirements	The Registered Child Care Family Home shall maintain a record of emergency drills. This record shall include:	Type of drill;
1200.1201.8c	SAFETY	Safety Requirements	The Registered Child Care Family Home shall maintain a record of emergency drills. This record shall include:	Time of day;
1200.1201.8d	SAFETY	Safety Requirements	The Registered Child Care Family 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 Registered Child Care Family 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 Registered Child Care Family Home shall maintain a record of emergency drills. This record shall include:	Notes regarding things that need improved upon.
1200.1202.1	SAFETY	Fire Requirements	A fire extinguisher with a minimum of five pound (5 lb). 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.)	
1200.1202.2	SAFETY	Fire Requirements	A working smoke detector shall be installed near the kitchen area and in children's sleeping areas. 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.	
1200.1202.3	SAFETY	Fire Requirements		A Registered Home with more than one (1) level shall have second exits on all levels used by children;
1200.1202.4a	SAFETY	Fire Requirements	The structure and use of the home shall permit easy entry and exit and shall comply with the following:	A Registered Home shall have at least two (2) exits to the outside located on different sides of the home;
1200.1202.4b	SAFETY	Fire Requirements	The structure and use of the home shall permit easy entry and exit and shall comply with the following:	
1200.1202.4c	SAFETY	Fire Requirements	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;
1200.1202.4d	SAFETY	Fire Requirements	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 Doors and pathways shall be clear of equipment that blocks the movement of children and caregiver(s).
1200.1202.4e	SAFETY	Fire Requirements	The structure and use of the home shall permit easy entry and exit and shall comply with the following:	

1200.1202.5	SAFETY	Fire Requirements	Wood burning stoves, or 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 heaters shall not be used.
1200.1202.6	SAFETY	Fire Requirements	Cooking stoves or ovens shall not be used as a heating source in the home.
1200.1202.7	SAFETY	Fire Requirements	Portable heaters shall not be placed within reach of children and shall be approved UL listed products.
1200.1202.8	SAFETY	Fire Requirements	The providers 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.
1300.1301.1	TRANSPORTATION	Transportation Requirements	The requirement in this section shall apply to all transportation provided by the registrant, including transportation provided by any person on behalf of the registrant, regardless of whether the person is employed by the registrant. 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 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 Registered Home. Transportation rosters shall be kept by the home and available for review for one (1) year.
1300.1301.12	TRANSPORTATION	Transportation Requirements	To ensure that no children are left on the vehicle, the driver or a staff member must walk through the vehicle and physically check each seat before leaving the vehicle. The transportation roster must be signed by the driver, or staff who conducted the walk-through 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, the transportation roster shall be reviewed by the registrant and compared with attendance records. The registrant shall sign off on the transportation roster to verify that all children have safely transitioned from the vehicle to the classroom.
1300.1301.14*1	TRANSPORTATION	Transportation Requirements	Any vehicles designed or used to transport more than seven (7) passengers and one (1) driver must have approved child safety alarm devices installed. These devices must be properly maintained in working order at all times. Vehicles in service at licensed facilities prior to July 1, 2005, shall have the alarm installed by a qualified technician or mechanic no later than December 31, 2005. On or after July 1, 2005, all vehicles at newly licensed facilities and newly acquired vehicles at existing facilities shall have a child safety alarm installed before placing the vehicle in service. The Child Care Licensing Unit shall maintain a list of approved alarm systems. <ul style="list-style-type: none"> • The alarm system shall be installed so that the driver must walk to the very back of the vehicle to reach the switch that deactivates the alarm. Alarm switches installed in locations that do not require the driver to walk to the back of the vehicle and view all seating areas will not be acceptable. • The alarm 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. • The time delay from activation of the alarm until the alarm sounds shall be no longer than one (1) minute. Any of the following three (3) options are acceptable to meet the intent of Act 1979 when children are being delivered at the facility. Other options must be approved by the Licensing Unit. Unload all of the children, walk through the vehicle to ensure that no children remain on board and deactivate the alarm. (This option will only work if you are able to unload all children in less than one (1) minute.)

1300.1301.14*2	TRANSPORTATION	Transportation Requirements	<p>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. • The alarm system shall be installed so that the driver must walk to the very back of the vehicle to reach the switch that deactivates the alarm. Alarm switches installed in locations that do not require the driver to walk to the back of the vehicle and view all seating areas will not be acceptable. • The alarm 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. • 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.</p>	<p>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.)</p>
1300.1301.14*3	TRANSPORTATION	Transportation Requirements	<p>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. • The alarm system shall be installed so that the driver must walk to the very back of the vehicle to reach the switch that deactivates the alarm. Alarm switches installed in locations that do not require the driver to walk to the back of the vehicle and view all seating areas will not be acceptable. • The alarm 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. • 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.</p>	<p>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.)</p>
1300.1301.2	TRANSPORTATION	Transportation Requirements	<p>When children are transported, emergency contact information shall be maintained on the vehicle at all times.</p>	
1300.1301.3a	TRANSPORTATION	Transportation Requirements	<p>Caregivers transporting children shall meet the following requirements:</p>	<p>Be at least twenty-one (21) years old or the minimum age required by the registrant's commercial auto insurance;</p>
1300.1301.3b	TRANSPORTATION	Transportation Requirements	<p>Caregivers transporting children shall meet the following requirements:</p>	<p>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;</p>
1300.1301.3c	TRANSPORTATION	Transportation Requirements	<p>Caregivers transporting children shall meet the following requirements:</p>	<p>Successfully completed the training course in Driver Safety that is offered by the Division prior to transporting children (Verification of the completed course in Driver Safety shall be maintained in the employee's record); and</p>
1300.1301.3d	TRANSPORTATION	Transportation Requirements	<p>Caregivers transporting children shall meet the following requirements:</p>	<p>Be certified in Cardiopulmonary Resuscitation (CPR) and First Aid.</p>
1300.1301.4	TRANSPORTATION	Transportation Requirements	<p>The vehicle(s) used for the transportation of children shall comply with Arkansas State laws on transportation of children.</p>	
1300.1301.5	TRANSPORTATION	Transportation Requirements	<p>Vehicles shall be licensed and maintained in proper working condition including air conditioning and heating systems. 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:</p>	<p>Minimum coverage of \$100,000 Combined Single Limit (CSL);</p>
1300.1301.6a	TRANSPORTATION	Transportation Requirements	<p>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:</p>	<p>Minimum coverage of \$100,000 for both Uninsured Motorist (UM) and Under Insured Motorist (UIM); and</p>
1300.1301.6b	TRANSPORTATION	Transportation Requirements	<p>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:</p>	

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 vehicle shall be licensed, insured, and maintained in proper working condition.	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 pounds (60 lbs.), shall be restrained in a child passenger safety seat. Any child who is at least six (6) years old, or weighs at least sixty pounds (60 lbs.), 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. Loading and unloading of children from vehicles shall be conducted in a safe manner.	
1300.1301.9	TRANSPORTATION	Transportation Requirements		
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. Individuals with Disabilities Education Act (IDEA): ? It is a law ensuring services to children with disabilities throughout the nation. IDEA governs how states and public agencies provide early intervention, special education and related services to eligible infants, toddlers, children and youth with ? It defines a child with Special Needs as: o A child determined eligible for special services under the Individual with Disabilities Education Act (IDEA) for whom a current IFSP (Individual Family Service Plan) or IEP (Individual Education Plan) exists and/or o A child whose physical condition has lasted or is expected to last at least two (2) years as diagnosed by a licensed medical or psychological examiner ? It is specified in Public Law 108-466 §635.16 A-B (IDEA as reauthorized) as: o Children with disabilities including children in public or private institutions or other care facilities are educated to the maximum extent appropriate with children who are not disabled. o Special classes, separate schooling or other removal of children with disabilities from the regular educational environment occurs only when the nature or severity of the disability of the child is such that the child is not achieving a satisfactory education in a regular class that provides supplementary aids and services. All child care facilities are required by IDEA to refer a child with any suspected delays or disabilities to the appropriate lead agency (as determined by the child's age).	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 as long as the health and safety of the child can be met);
1400.1401.1a	SPECIAL NEEDS	Special Needs Requirements	All child care facilities shall comply with all applicable provisions as specified in Individual with Disabilities Education Act (IDEA):	Staff shall provide care in the general classroom with children who are not disabled;
1400.1401.1b	SPECIAL NEEDS	Special Needs Requirements	All child care facilities shall comply with all applicable provisions as specified in Individual with Disabilities Education Act (IDEA):	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 or individual family service plan;
1400.1401.1c	SPECIAL NEEDS	Special Needs Requirements	All child care facilities shall comply with all applicable provisions as specified in Individual with Disabilities Education Act (IDEA):	Facility staff (regular classroom staff) shall be a partner in the IFSP and Individual Education Plan (IEP) plan process;
1400.1401.1d	SPECIAL NEEDS	Special Needs Requirements	All child care facilities shall comply with all applicable provisions as specified in Individual with Disabilities Education Act (IDEA):	The facility shall allow service providers who are representatives of the Department of Human Services (DHS), the Division of Developmental Disability 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 or 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 Education 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 Education Act (IDEA):	The facility shall not charge special service providers for space, except "gratuities", or payment for allowing special service providers to provide services in their facility; The facility is not required to "displace" children or staff to make space available to special service providers;
1400.1401.1g	SPECIAL NEEDS	Special Needs Requirements	All child care facilities shall comply with all applicable provisions as specified in Individual with Disabilities Education Act (IDEA):	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
1400.1401.1h	SPECIAL NEEDS	Special Needs Requirements	All child care facilities shall comply with all applicable provisions as specified in Individual with Disabilities Education Act (IDEA):	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 Education 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.	