

INDEX

A

Absence	
Policies	7
Supervision plan	21
Accident Reporting	8
Activities	
During hours of operation	20
Equipment	38
Infants and toddlers	54
Night care	58
Planning	36
Additional Center	61
Address Change	61
Administration	6, 59
AED	<i>See</i> Automated External Defibrillator
Age	
Child care provider	17
Person left in charge	21
Terms of the license	6
Alcohol	21
Amending a License	61
Application	
Continuation application	61
Initial application	59
Attendance Record	14
Automated External Defibrillator	18

B

BandAids	45
Bedding	39, 58
Beds	
Furnishings	31
Ill child	41
Night care	58
Rest periods	39
Sharing	39
Waterbeds	53
Blanket	
Ill child	41
Infants and toddlers	53
Night care	58
Rest periods	39
Bottles	55
Building	24

C

Capacity	6
Night care	58
Vehicles	52
Care of Mildly Ill Child Policy	42
Caregiver Background Check	
Definition	2
Staff file	11
Submit to department	8
Certificate	
CPR	18
Insurance	49
Rabies vaccination	48
The Registry	13

Change	
Center location	61
Center policies	61
Off-premises play space plan	34
Ownership of the center	61
Room usage	9
Terms of the license	61
Transportation services	9
Child Abuse	
Prohibited actions	37
Reporting	16
Reporting to department	9
Staff training	16
Child Guidance	
Policy	7, 37
Prohibited actions	37
Time outs	37
Child Safety Restraint	51
Children's Records	13
Cleanliness	
Clothing and diapers	45
Diaper changing surface	55
Kitchens	31
Personal	44
Vehicle	50
Commercial Building Codes	24
Communicable Disease	10, 41, 42
Complaint Investigation and Reporting	65
Confidentiality	15
Continuing Education	
Documentation in staff file	12
Licensee responsibility	57
Requirement	17
Controlled Substance	21
Cot	
Furnishings	31
Ill child	41
Night care	58
Rest periods	39
Sharing	39
CPR	18
Creativity	36
Crib	
Ill child	41
Night care	58
Rest periods	39
Sharing	39
Soft materials	53
Tight-fitting mattress	53
Cultural Diversity	36

D

Daily Acctivities	
Planning	36
Daily Activities	
Age-appropriate	36
Indoor and outdoor	36
Policy	7
Dangerous Items	24, 25
Days of Operation	6
Denial	62

D

Diapering

- Infants and toddlers 55
- Personal cleanliness 44
- Timeliness 45

Differences of Elevation 26

Discipline *See* Child Guidance

Discrimination 7

Dishwashing 31

Disinfecting

- Bodily secretions 45
- Diaper changing surface 55
- Hand sanitizers 44
- Wading pool 35

Doors 29

Driver of Vehicle 50

Driving Record 12, 50

Drugs *See* Controlled Substance

Duplex 30

E

Electrical Outlets 24

Elevation 26

Emergency

- Lighting 58
- Orientation of backup provider 20
- Planned source of care 46
- Supervision plan 21
- Telephone numbers 25
- Transportation information 50
- Vehicle 26
- Written plan 26, 58

Enforcement Action

- Summary Suspension 63

Enforcement Action

- Denial or revocation 62
- Posting requirements 8
- Statutory authority 65

Enrollment

- Infants and toddlers 53
- Information 13
- Policy 7

Equipment

- Kitchen 31
- Outdoor space 32, 38
- Requirements 38
- Sanitation 29

Exception to a Requirement 1, 8

Exits 29

F

Fee Payment Policy 7

Feeding

- Infants and toddlers 54
- Meals and snacks 40
- Night care 58

Fence

- Hot tub 26
- Outdoor space 33

Field Trips

- Handwashing 44
- Parental authorization 13
- Parental notification 11
- Transportation policy 7
- Transportation requirements 50

- Fire Extinguisher 27
- Firearms 24
- Fit and Qualified 59
- Food 31, 40, 54
- Food Allergy 41
- Formula 54
- Foster Care 20
- Freezer 31
- Furnishings

 - Requirements 31
 - Sanitation 29

G

- Group Size 22
- Guns 24

H

- Hand Sanitizer 44
- Hazards 25, 32
- Health Care Policies 7, 42
- Health Examination 46

 - Child 14
 - Provider 11

- Health History 13, 41, 46
- Highchair 55
- Hot Surfaces 24
- Hot Tub 26
- Hours of Operation 6

I

- Ill Child 11, 41
- Imaginative Play 36
- Immunization 14, 47
- Intake forms 53
- Indoor Space 24
- Indoor Temperature 24
- Infant Seat 51, 55
- Inflatable Bounce Surface 38
- Injury

 - Authorization for emergency care 45
 - Parental notification 11, 45
 - Recording 15, 41, 46
 - Reporting 8
 - Superficial wounds 45

- Insect Repellent 43
- Inspection

 - Building safety 24
 - Fire extinguisher 27
 - Licensing 65
 - Vehicle safety 51

- Insurance

 - Pets 49
 - Written information to parents 7

- Intake Forms 14
- Intellectual Stimulation 38
- Isolation 41

K

- Kitchen 31

L

Language.....	36, 54
Large Muscle	
Equipment.....	38
Programming.....	36
Law Enforcement.....	9
Lead-based Paint.....	26
Leftovers.....	32
License	
Amending.....	61
Continuation application.....	61
Denial or revocation.....	62
Initial application.....	59
Posting requirements.....	8
Summary suspension.....	63
Terms of operation.....	6
Licensing Inspection.....	65
Literacy.....	36

M

Meals	
Handwashing.....	44
Night care.....	58
Prohibited actions.....	37
Requirements.....	40
Medical Log.....	15, 41, 43, 46
Medication	
Record in medical log.....	15
Requirements.....	42
Menu.....	40
Mildly Ill Care.....	42
Missing Child.....	26
Monitoring Visits.....	65
Months of Operation.....	6
Moving.....	61

N

Naps.....	39
Night Care.....	58
Nutrition Policy.....	7

O

Observation of Children.....	41
Orientation	
Emergency back-up provider.....	20
Employee, volunteer, substitute.....	19
Written plan.....	7, 58
Other Employment.....	20
Outdoor Activities.....	36, 54
Outdoor Space	
Equipment.....	38
Exemption for off-premises play space.....	33
Hazards.....	25
Requirements.....	32
Supervision.....	21
Swimming.....	34

P

Parents	
Insurance coverage.....	7
Notifications.....	10
Policies and procedures.....	7
Visitation.....	10
Permanent Enclosure.....	33
Personnel Policy.....	57
Pets	
Policy.....	7
Requirements.....	48
Physical Examination	
Child.....	14
Provider.....	11
Physical Plant.....	24
Play.....	36, 54
Poisoning.....	25, 45
Policies.....	7
Pools.....	22, 34
Program.....	36
Protective Measures.....	24
Provider	
Duties.....	20
Minimum age and competence.....	17
Orientation.....	19
Qualifications.....	17, 57
Record.....	11
Training.....	17
Punishment.....	<i>See</i> Child Guidance

Q

Qualifications of Provider.....	17, 57
---------------------------------	--------

R

Railings.....	26
Ratio.....	23
Swimming.....	35
Recalled Products.....	25
Records	
Access.....	15
Children.....	13
Confidentiality.....	15
Driving.....	50
Injuries.....	46
Meals and snacks.....	40
Medication administration.....	43
Staff.....	11
Refrigerator.....	31
Refund Policy.....	7
Registry.....	<i>See</i> The Registry
Religious Instruction Policy.....	7
Relocation.....	61
Reports.....	8, 16
Rest Periods.....	39
Revocation.....	62
Rule Exception.....	1, 8

S

Safety Gates.....53

Safety Inspection - Vehicle.....51

Sanitation

 Bedding39

 Hand sanitizers44

 Premises, furnishings, equipment.....29

SBS..... *See* Shaken Baby Syndrome

Screens.....30

Seat Belt51

Seating31

Self-control37

Shaken Baby Syndrome prevention.....19

Sink.....32

Sleeping Bag.....31, 39

Small Muscle

 Equipment38

 Programming.....36

Smoke Detectors.....27

Smoking.....26

Snacks

 Handwashing.....44

 Night care.....58

 Prohibited actions.....37

 Requirements.....40

Soap.....32

Space

 Indoor24

 Outdoor32

Staff Development

 Child abuse and neglect training16

 Continuing education17

 CPR.....18

 Infant and toddler care.....19

 Orientation of emergency back-up provider.....20

 Orientation of employee, volunteer, substitute.....19

Staff Qualifications.....17, 57

Staff Records.....11

Staff-To-Child Ratio.....22, 35

Storage

 Bedding39

 Food31

 Medication.....44

 Potentially dangerous items.....24

 Requirements.....31

Substitute.....17

Summary of Chapter.....10

Summary Suspension.....63

Sunscreen.....43

Supervision

 General.....20

Pets or animals.....48

Swimming areas.....35

Vehicle.....52

Swimming.....34

T

Tables.....31

Telephone.....25

Television.....37

Temperature

 Food storage31

 Indoor24

 Outdoor.....4

Terms of License.....6, 61

The Registry.....13

Toilet.....32

Toilet Paper.....32

Toilet Training.....38

Tornado Drill.....26

Towels.....44

Toys.....54

Training

 Child abuse and neglect.....16

 Continuing education.....17

 CPR.....18

 Entry-level.....17

Trampoline.....38

Transportation

 Change in service.....9

 Parental authorization.....13

 Policy.....7

 Requirements.....50

V

Vehicle.....50

Vehicle Safety Inspection.....51

Volunteer.....17, 19

W

Wading Pool.....22, 35

Washroom.....32

Waste Paper Container.....32

Water.....29, 32, 44, 55

Water Test.....29

Weather.....3, 36, 54

Wet Wipes.....44

Windows.....30