

Physical Environment

- The provider must ensure the home, grounds, and equipment are maintained and used in a safe manner to prevent injury to children.
- The provider must ensure that a clean and sanitary environment is maintained.
- There must be adequate cooling, heating, and lighting.
- To protect children from excessive sun and heat the outdoor play area must have a shaded area.
- Children must have access to drinking water outside whenever the temperature is 75 degrees or higher.
- The environment must be free of safety hazards, such as toxic chemicals, matches, cigarette lighters, open flames, sharp objects, poisonous plants, and other safety hazards.

Activities

- The provider must offer activities to support each child's healthy physical, social-emotional, and cognitive-language development.
- If off-site activities are offered the provider must obtain parental consent in advance.
- The provider must obtain parental permission before their child uses wading pools, swimming pools or trampolines.
- Awake infants and toddlers must receive positive physical and verbal interaction at least once every 20 minutes.
- Infants and toddlers must have access to safe toys to stimulate their healthy development.
- The provider must ensure that mobile infants and toddlers have freedom of movement in a safe area.

Animals

- The provider must inform parents of the types of animals permitted at the facility.
- The provider must ensure that any animals are clean, in good health and are not dangerous or aggressive.
- Children cannot be allowed to handle reptiles or amphibians, because they carry salmonella.

Emergency Preparedness

- The provider must have a written emergency disaster plan that is available for review by parents.
- The provider must conduct fire evacuation drills quarterly.
- The provider must conduct at least one disaster drill annually.

Records

- The provider is required to have the following records for each child:
 1. Admission form.
 2. Current annual health assessment and current immunization records.
 3. Transportation permission form, if the provider transports children.
- The provider must ensure that information in the children's files are not released without written parental permission.

The **Utah Office of Child Care** is also a good resource for information about child care. They offer a free parent guide for selecting child care. They can also direct you to your local Child Care Resource & Referral Agency, which offers free referrals to parents looking for a child care provider. You can reach the Office of Child Care by calling 801-526-4340 in Salt Lake, or toll free statewide at 800-622-7390. You can also visit their website (www.jobs.utah.gov/occ).

Utah Department of Health Bureau of Child Care Licensing Parent's Guide to Licensed Family Child Care

The purpose of this guide is to inform parents about state child care licensing rules for licensed family child care. The Bureau of Child Care Licensing is a regulatory agency which conducts regular inspections of and investigates complaints at licensed family child care homes. The Bureau encourages parents to discuss any questions or concerns they may have with the child care provider. Parents may contact the Bureau of Child Care Licensing with questions or concerns by calling on of the regional offices listed below:

Northern Region Office: 801-525-1400 or toll free at 800-883-9375
(For providers located in Davis, Weber, Box Elder, Cache, Morgan, & Rich Counties.)

Central Region Office: 801-273-6617 or toll free at 888-287-3704
(For providers located in Salt Lake County.)

Southern Region Office: 801-374-7688 or toll free at 800-894-2588
(For providers located in Utah, Beaver, Carbon, Daggett, Duchesne, Emery, Garfield, Grand, Iron, Juab, Kane Millard, Piute, San Juan, Sanpete, Sevier, Summit, Tooele, Uintah, Wasatch, Washington, & Wayne Counties.)



The following pages list some important licensed family child care rules. For a complete copy of all of the rules, please visit the Bureau of Child Care Licensing website (www.health.utah.gov/licensing).

Supervision and Ratios

- The provider or a qualified substitute must be physically present on-site and provide care and direct supervision of each child at all times, both indoors and outdoors.

Table 1 – MAXIMUM GROUP SIZE WITH 1 PROVIDER		
# of Providers' Children Ages 4-12 in the Home During Child Care Hours	Maximum# of Children in Care, Including Providers' Children Under Age 4	Total # of All Children Age 0-12 in the Home During Child Care Hours
0-4	8 children	12
5	7 children	12
6	6 children	12
7	5 children	12
8	4 children	12
9	3 children	12
10	2 children	12
11	1 child	12

Table 2 – Maximum Group Size with 2 Providers		
# of Providers' Children Ages 4-12 in the Home During Child Care Hours	Maximum# of Children in Care, Including Providers' Children Under Age 4	Total # of All Children Age 0-12 in the Home During Child Care Hours
0-8	16 children	24
9	15 children	24
10	14 children	24
11	13 children	24
12	12 children	24
13	11 children	24
14	10 children	24
15	9 children	24
16	8 children	24
17	7 children	24
18	6 children	24
19	5 children	24
20	4 children	24
21	3 children	24
22	2 children	24
23	1 child	24

- There can be no more than four children under the age of two in care with two providers and no more than two children under the age of two in care with one provider except that if there are six or fewer children in care, there may be up to three children under the age of two.

Parent Information and Child Security

- Parents must have access to those areas of the provider's home and outdoor area that are used for child care at all times their child is in care.
- Each child must be signed in and out each time the child arrives or leaves the provider's home.
- Only persons with written authorization from the parent may pick up any child in care.
- Parents must be given a written report of every serious incident, accident, or injury involving their child.
- Parents must be notified verbally of any minor accidents or injuries involving their child.

Provider Qualifications

- The provider and all substitutes and caregivers must be at least 18 years of age, pass a background screening, receive orientation training, have first aid and CPR certification, and complete 20 hours of training yearly.
- Assistant caregivers must be at least 16 years of age and must work under the immediate supervision of a provider who is at least 18 years of age. They cannot be left alone with children.

Child Discipline

- The provider must inform caregivers, parents, and children of the providers behavioral expectations for children.
- The provider may discipline children using positive reinforcement, redirection, and by setting clear limits.
- Discipline measures cannot include any of the following:
 - Corporal punishment such as hitting, spanking, shaking, biting, pinching, or any measure that produces physical pain or discomfort.
 - Restraining a child's movement by binding, tying, or any other form of restraint.
 - Shouting at children.
 - Any form of emotional abuse.
 - Forcing or withholding of food, rest, or toileting.
 - Confining a child in a closet, locked room, or other enclosure such as a box, cupboard, or cage.

Infection Control

- Providers and children must wash their hands regularly.
- The provider must clean and sanitize all washable toys and materials after each 5 days of use, or more often if necessary.
- Children's clothing must be changed promptly if they have a toileting accident.
- If a child becomes ill the provider must contact the parent as soon as the illness is observed or suspected.
- The provider must ensure that the parents of every child in care are informed when any person in the home or child in care has an infectious disease or parasite.
- Providers must change children's wet or soiled diapers promptly, and must check diapers at least once every two hours.

Napping

- Children must be offered a daily opportunity for rest or sleep.
- Scheduled nap times may not be longer than 2 hours daily.
- Infants and toddlers must be allowed to follow their own pattern of sleeping and eating.