

Chart of Rule Changes for Hourly Centers

This chart is not a complete list of all the rules but is a chart of the changes that became effective on March 30, 2016. A complete copy of the rules can be found at childcarelicensing.utah.gov.

Hourly Center Rules R381-60	
Section – 2 – Definitions	
(8)	“Director” means a person who meets the director qualifications of this rule, and who assumes the day-to-day responsibilities for the facility to be in compliance with Child Care Licensing rules.
(23)	“Provider” means the licensee or the entity providing child care services.
(25)	“School Age” means children ages five through twelve.
Section – 6 – Outdoor Environment	
(7)	The outdoor play area shall have a shaded area to protect children from excessive sun and heat whenever there are children in the outdoor play area.
Section – 7 – Personnel	
(1)	The center must have a director who is at least 21 years of age, who has completed the Center Director Training class offered by the Department, and who has one of the following: <ul style="list-style-type: none">(a) an associates, bachelors, or graduate degree in child development, early childhood education, elementary education, or recreation from an accredited college;(b) a college degree in a related field with documented four courses of higher education completed in child development;(c) valid proof of a level 8, 9, or 10 Utah Early Childhood Career Ladder certification issued by the Utah Office of Child Care or the Utah Child Care Professional Development Institute;(d) a currently valid national certification such as a Certified Childcare Professional (CCP) issued by the National Child Care Association, a Child Development Associate (CDA) issued by the Council for Early Childhood Professional Recognition, or other credential that the licensee demonstrates as equivalent to the Department; or(e) a currently valid National Administrator Credential (NAC) as approved by the Department, plus one of the following:<ul style="list-style-type: none">(i) valid proof of successful completion of 12 semester credit hours of early childhood development courses from an accredited college; or(ii) valid proof of completion of the following six Utah Early Childhood Career Ladder courses, or their equivalent, as approved by the Utah Child Care Professional Development Institute: Child Development Ages and Stages, Learning in the Early Years, A Great Place for Kids, Strong and Smart, Learning to Get Along, and Advanced Child Development.(f) two years experience in child care, elementary education, or a related field.
(2)	Any new Center director must complete the Department’s Center Director Training Class no later than 60 working days after assuming director duties.
(5)	Each new caregiver, and volunteers who count in the caregiver to child ratio shall receive at least 2.5 hours of pre-service training prior to assuming caregiving duties. Orientation training shall be documented in the caregiver's file and shall include the following topics:

- (a) specific job responsibilities;
 - (b) the Department-approved center's written policies and procedures;
 - (c) the Department-approved center's emergency and disaster plan;
 - (d) the current child care licensing rules found in Sections R381-60-11 through 24;
 - (e) signs and symptoms of child abuse and neglect, including child sexual abuse, and legal reporting requirements for witnessing or suspicion of abuse, neglect, and exploitation;
 - (f) recognizing the signs of homelessness and available assistance;
 - (g) prevention of shaken baby syndrome and abusive head trauma, and coping with crying babies; and
 - (h) prevention of sudden infant death syndrome and use of safe sleeping practices.
- (6) The following individuals shall complete a minimum of 10 hours of child care training each year, based on the center's license date:
- (a) the director;
 - (b) all caregivers;
 - (c) all substitutes who work an average of 10 hours a week or more, as averaged over any three month period; and
 - (d) all volunteers that the provider includes in the caregiver to child ratio.
- (9) Annual training hours shall include the following topics:
- (a) the current child care licensing rules found in Sections R381-60-11 through 24;
 - (b) a review of the Department-approved center's policies and procedures and emergency and disaster plans, including any updates;
 - (c) signs and symptoms of child abuse and neglect, including child sexual abuse, and legal reporting requirements for witnessing or suspicion of abuse, neglect, and exploitation;
 - (d) principles of child growth and development, including development of the brain;
 - (e) positive guidance;
 - (f) prevention of shaken baby syndrome and abusive head trauma, and coping with crying babies;
 - (g) prevention of sudden infant death syndrome and use of safe sleeping practices; and
 - (h) recognizing the signs of homelessness and available assistance;

Section – 8 – Administration

- (6) Director designees shall be at least 21 years of age, and shall have completed their pre-service training.
- (10) The licensee shall establish, and shall ensure that all caregivers follow, written policies and procedures for the health and safety of each child in care. The licensee shall submit to the Department these policies and procedures for approval on a form provided by Child Care Licensing.

Section – 9 – Records

- (1) The provider shall maintain the following general records on-site for review by the Department:
 - (a) documentation of the previous 12 months of fire and disaster drills as specified in R381-60-10(9) and (11);
 - (b) current animal vaccination records as required in R381-60-22(2);
 - (c) a six week record of child attendance, including sign-in and sign-out records;

- (d) a current local health department inspection;
- (e) a current local fire department inspection;
- (f) copy of all covered individuals' background screening cards issued by the Department.

(4) The provider shall maintain the following records for each staff member on-site for review by the Department:

- (a) date of initial employment;
- (b) copy of the current background screening card issued by the Department;
- (c) a six week record of days worked, and the times worked each day;
- (d) pre-service training documentation for caregivers, and for volunteers who count in the caregiver to child ratio;
- (e) annual training documentation for all providers and substitutes who work an average of 10 hours or more a week, as averaged over any three month period; and
- (f) current first aid and CPR certification, if applicable as required in R381-60-10(2), R381-60-20(2)(d), and R381-60-21(2).

Section – 10 – Emergency Preparedness

(4) The licensee shall submit to the Department a written emergency preparedness and disaster response plan for approval on a form provided by Child Care Licensing.

Section – 12 – Injury Prevention

(4) The following items shall be inaccessible to children:
(b) tobacco, e-cigarettes, e-juice, e-liquids, alcohol, illegal substances, and sexually explicit material;

Section – 13 – Parent Notification and Child Security

(4) The provider shall give parents a written report of every incident, accident, or injury involving their child on the day of occurrence. The caregivers involved, the center director and the person picking the child up shall sign the report on the day of occurrence. If a school age child signs him or herself out of the program, a copy of the report shall be sent to the parent or given to the parent the next day the child attends the program.

Section – 24 – Infant and Toddler Care

(12) Cribs used by children in care must:
(e) meet CPSC crib standards.