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**7.712 RULES REGULATING SCHOOL-AGE CHILD CARE CENTERS**

*All school-age child care centers must comply with the "General Rules for Child Care Facilities" as well as the "Rules Regulating School-Age Child Care Centers" and the "Rules and Regulations Governing the Sanitation of Child Care Centers in the State of Colorado."*

**7.712.1 POLICY OF THE COLORADO DEPARTMENT OF HUMAN SERVICES**

It is the policy of the Colorado Department of Human Services ("the Department") to promote and encourage child care in environments that contribute to the safety, health, protection, and well-being of children. To verify compliance with standards intended to ensure such an environment, the department requires thorough and ongoing appraisals of child care facilities, persons working in the child care profession, and the nature of care provided.

**7.712.2 DEFINITIONS**

A **school-age child care center** (hereafter referred to as the "center") is a child care center that provides care for 5 or more children who are between 5 and 16 years of age. The center's purpose is to provide child care and/or an outdoor recreational experience using a natural environment. The center operates for more than one week during the year. The term includes facilities commonly known as "day camps," "summer camps," "summer playground programs," "before and after school programs," and "extended day programs." This includes centers operated with or without compensation for such care, and with or without stated educational purposes.

- A. **A building-based school-age child care program** is a child care program that provides care for 5 or more children who are between 5 and 16 years of age. The center is located in a building that is regularly used for the care of children.
- B. **A mobile school-age child care program** provides care for 5 or more children who are at least 7 years of age or have completed the first grade. Children move from one site to another by means of transportation provided by the governing body of the program. The program uses no permanent building on a regular basis for the care of children.
- C. **An outdoor-based school-age child care program** provides care for 5 or more children who are at least 7 years of age or have completed the first grade. This program uses no permanent building on a regular basis for the care of children. Children are cared for in a permanent outdoor or park setting.

THIS REVISION:	VII-98-2	LAST REVISION:	Manual	REVISION NUMBER
Adopted:	9/4/98	Adopted:	Revised and	
Effective Date:	11/1/98	Effective Date:	Reissued	
COLORADO DEPARTMENT OF HUMAN SERVICES				

## 7.712.3 POLICIES AND PROCEDURES

## 7.712.31 Statement of Policies and Procedures

- A. A written statement of the center's policies and procedures must be available to parents and guardians and must include the following:
1. The center's purpose and its philosophy on child care.
  2. The ages of children accepted.
  3. Services offered for special needs children in compliance with the Americans with Disabilities Act (see Section 7.701.14, General Rules for Child Care Facilities).
  4. The hours the center is in operation, specific hours during which special activities are offered, holidays when the center is closed.
  5. The policy regarding inclement and excessively hot weather.
  6. The procedure concerning admission and registration of children.
  7. An itemized fee schedule.
  8. The procedure for identifying where children are at all times.
  9. The policy on discipline.
  10. The procedure, including notification of parents and guardians, for handling children's illnesses, accidents, and injuries.
  11. The procedures for handling lost children and other emergencies at all times, including during field trips. An outline of a plan of action in case of natural disaster is found at Section 7.712.83, G.
  12. The procedure for transporting children, if applicable, including transportation arrangements and parental permission for excursions and related activities.
  13. The written policy and procedure governing field trips, television and video viewing, and special activities, including the staff's responsibility for the supervision of children.
  14. The policy on children's safety related to riding in a vehicle, seating, supervision, and emergency procedures on the road.
  15. The procedure for releasing children from the center only to persons for whom the center has written authorization.
  16. The procedures followed when a child is picked up from the center after the closing hours of the center or not picked up at all, and the procedure to ensure that all children are picked up before the staff leave for the day.

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## 7.712.31 Statement of Policies and Procedures (continued)

- Rev. eff. 11/1/98 17. The procedure for caring for children who arrive late to the center and their class/group is away from the center on a field trip or excursion.
- Rev. eff. 11/1/01 18. The procedure for storing and administering children's medicines and delegation of medication administration in compliance with Section 12-38-132, C.R.S., of the "Nurse Practice Act."
- Rev. eff. 11/1/98 19. The procedure concerning children's personal belongings and money.
20. The policy concerning meals and snacks.
21. The policy regarding visitors.
22. The procedure for filing a complaint about child care (see Section 7.701.5, General Rules for Child Care Facilities).
23. The policy regarding the reporting of child abuse (see Section 7.701.5, General Rules for Child Care Facilities).
24. The policy regarding notification when child care service is withdrawn and when parents or guardians withdraw their children from the center.

## 7.712.32 Communication, Emergency, and Security Procedures

(See also Section 7.712.52, B)

- A. The center must notify the parents or guardians in writing of significant changes in its services, policies, or procedures so that they can decide whether the center continues to meet the needs of the child.
- B. For security purposes, a sign-in/sign-out sheet or other mechanism for parents and guardians must be maintained daily by the center. It must include, for each child in care, the date, the child's name, the time when the child arrived at and left the center, and the parent or guardian's signature or other identifier. With parent or guardian's approval, a child may sign in and out instead of the parent or guardian. Staff must verify attendance periodically throughout the day.
- C. Each center is required to have a written statement of goals and objectives. This statement must be kept on file, updated periodically, and made known to staff and to parents and guardians, and must be available during the licensing inspection.
- D. During the hours the center is in operation, the center must provide an office and/or monitored telephone number known to the public and available to parents in order to provide immediate access to the center.
- E. If the center has a permanent site, there must be a telephone at the site.
- F. Centers must have an established means of communication between staff and the program office when children are being transported or are away from the permanent site on a field trip.

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## 7.712.32 Communication, Emergency, and Security Procedures (continued)

- G. Emergency telephone numbers must be posted at each permanent site and taken on all field trips and during mobile school-age child care programs. The emergency numbers must include, at a minimum, 911, if available, or rescue unit if 911 isn't available; the clinic or hospital nearest to the activity location; ambulance service; fire, police, and health departments; and Rocky Mountain Poison Control.
- H. Mobile school-age child care programs must have a way to be contacted while in transit.
- I. The center must be able to provide emergency transportation to a health care facility at all times.
- J. The director of the center or the director's delegated substitute must have a means for determining at all times who is present at the center.
- K. A written policy regarding visitors to the center must be posted and a record maintained daily by the center that includes at a minimum the visitor's name and address and the purpose of the visit. At least one piece of identification must be inspected for individuals who are strangers to personnel at the center.
- L. With the exception of children who are allowed to sign themselves in and out, the center must release the child only to the adult(s) for whom written authorization has been given and is maintained in the child's record (see Section 7.712.81). In an emergency, the child may also be released to an adult for whom the child's parent or guardian has given verbal authorization. If the staff member who releases the child does not know the adult, identification must be required to assure that the adult is authorized to pick up the child.
- M. The center must have a procedure for dealing with individuals not authorized by the parent or guardian of a child who attempts to have the child released to them.
- N. The center must have a written emergency procedure that explains, at a minimum, how children will be evacuated to a safe area in case of fire or other disaster and the reporting of reportable communicable illnesses to the local health department pursuant to regulations of the State Department of Public Health and Environment.
- O. The center must have a written procedure for closing the center at the end of the day to ensure that all children are picked up.

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Adopted:	9/4/98	Adopted:	Revised and	
Effective Date:	11/1/98	Effective Date:	Reissued	

## 7.712.33 Personnel Policies, Orientation, and Staff Development

- Rev. eff.  
11/1/98
- A. The duties and responsibilities of each staff position and the lines of authority and responsibility within the center must be in writing.
- B. At the time of employment, staff members must be informed of their duties and assigned a supervisor.
- Rev. eff.  
11/1/01
- C. Prior to working with children, the staff member must read and be instructed about the policies and procedures of the center, including those relating to hygiene, sanitation, food preparation practices, proper supervision of children, and reporting of child abuse. Staff members must sign a statement indicating that they have read and understand the center's policies and procedures.
- D. The center must have a staff development plan that includes a minimum of 9 clock hours of training each year for all staff. This training must relate to one or more of the following general areas: child growth and development, healthy and safe environment, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism. The 9 clock hours of training do not include recertification in first aid and CPR.
- E. All staff must complete training in universal precautions within the first 3 months of employment.

## 7.712.4 PERSONNEL

## 7.712.41 General Requirements for All Personnel

- Rev. eff.  
11/1/98
- A. All personnel of the center must demonstrate an interest in and a knowledge of children and concern for their proper care and well-being.
- B. All personnel must be free from illness and conduct that would endanger the health, safety, or well-being of children.
- Rev. eff.  
11/1/01
- C. The center must determine if any staff person who works at the center has ever been convicted of a crime as listed at Section 7.701.33, D, 5 or 6, of the General Rules for Child Care Facilities.
- D. A criminal record check request must be submitted to the Colorado Bureau of Investigation within 5 days that an individual is employed by the center. The personnel file of each caregiver of the center must contain clearance or arrest report from the Colorado Bureau of Investigation resulting from the caregiver's criminal record check. The requirement for a criminal record check is found in Section 7.701.33 of the General Rules for Child Care Facilities.

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## 7.712.41 General Requirements for All Personnel (continued)

Rev. eff. 11/1/01 E. A request for a review of the Central Registry of Child Protection must be made within 10 working days of each staff member's first day of employment. The method for making the request is found in 7.701.32 (General Rules for Child Care Facilities).

Rev. eff. 11/1/98 F. Each staff member and volunteer must furnish the center with information concerning chronic health problems, any known drug reactions, allergies, medications being taken, and/or other health problems that could affect the staff member's ability to perform the duties of the job assigned.

## 7.712.42 Required Personnel and Qualifications

Rev. eff. 11/1/98 A. Program Director

Each center must have an on-site program director. The program director must have demonstrated to the hiring authority maturity of judgment, administrative ability, and the skill to appropriately supervise and direct school-age children in an unstructured setting.

1. The program director must have verifiable education or training in work with school-age children in such areas as recreation, education, scouting, or 4-H; and the program director must have completed at least one of the following qualifications:
  - a. A 4-year college degree with a major such as recreation, education with a specialty in art, elementary or early childhood education, or a subject in the human service field.
  - b. Two years of college training and 6 months of satisfactory and verifiable full-time or equivalent part-time, paid or volunteer, experience, since attaining the age of 18, in the care and supervision of 4 or more children.
  - c. Three years of satisfactory and verifiable full-time or equivalent part-time, paid or volunteer, experience, since attaining the age of 18, in the care and supervision of 4 or more children. The program director must complete 6 semester hours, 9 quarter hours, or 40 clock hours of training in course work applicable to school-age children within the first 9 months of employment.
2. The program director is responsible for planning and implementing the program and supervising the staff.

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## 7.712.42 Required Personnel and Qualifications (continued)

## B. Program Leaders

Program leaders must be at least 18 years of age and demonstrate an ability to work with children. Program leaders must have 3 months of full-time or equivalent part-time satisfactory and verifiable experience with school-age children in such areas as Sunday school, scouts, sports, or baby-sitting.

## C. Program Aides

Program aides must be at least 16 years of age. Program aides who are 16 or 17 years of age must work directly under the supervision of the program director or program leaders.

Program aides can be counted as staff in determining child care staff ratios.

## D. First Aid and CPR Certified Staff

For every 30 or fewer children in attendance, there must be at least 1 staff member who holds a current department-approved first aid and safety certificate that includes CPR for all ages of children. Such individuals must be with the children at all times when the center is in operation. If children are at different locations, there must be a first-aid and CPR qualified staff member at each location.

## 7.712.43 Required Staff Supervision

A. A program director must be present at the center at least 60% of any day the center is in operation. An individual who meets one of the following requirements must be present for the remaining 40% of the day:

1. A program leader who is at least 21 years of age and has at least 3 months of full-time or equivalent part-time verifiable experience working with children.
2. A program leader who is at least 18 years of age and has at least 1 year full-time or equivalent part-time verifiable experience working with children.
3. Two program leaders who are at least 19 years of age and have at least 3 months of full-time or equivalent part-time verifiable experience working with children.

B. If the program director cannot be present 60% of any day the center is in operation, an individual who meets program director qualifications must substitute for the director.

C. There must be at least 1 program leader providing supervision with each group of 30 or fewer children cared for by the center.

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## 7.712.43 Required Staff Supervision (continued)

- D. There must be 1 staff member for each 15 children in attendance.
- E. At any time when 9 or more children are present at the center, there must be at least 1 program leader and another responsible person at least 16 years of age on the premises. When 8 or fewer children are present, there must be at least 1 program leader on duty and a second staff member on call and immediately available in an emergency.
- F. At all times, school-age child care personnel must be actively supervising the children.
- G. In a mobile school-age child care program or an outdoor-based school-age child care program, the staff ratio given at Section 7.712.43, C and D, must be maintained, but there must be at least 2 staff members at all times with the children. One of those staff members must be a program director.

## 7.712.44 Volunteers

- A. If volunteers are used by the center, there must be a clearly established policy in regard to their function, orientation, and supervision.
- B. If volunteers are counted in the staff to child ratio, references must be obtained for them consistent with Section 7.712.41, D.
- C. Volunteers must have qualifications suitable to the tasks assigned.
- D. Volunteers must be:
  1. Directly supervised by a program director or program leader.
  2. Given instruction as to the center's policies and procedures.

## 7.712.5 CHILD CARE SERVICES

## 7.712.51 Admission Procedure

- A. The center can accept children only of the ages for which it has been licensed. At no time can the number of children in attendance exceed the number for which the center has been licensed.
- B. Admission procedures must be completed prior to the child's attendance at the center and must include:
  1. A pre-admission interview (either by telephone or in person) with the child's parent(s) or guardian(s) to determine whether the services offered by the center will meet the needs of the child and the parent(s) or guardian(s).
  2. Explanation of the center's policies and procedures.

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- 7.712.51 Admission Procedure (continued)
3. Completion of the registration information for inclusion in the child's record, as required in Section 7.712.81.
- 7.712.52 Health Care
- A. Statements of Health Status
1. At the time of admission, health information must be provided for every child entering the center, including any known drug reactions and allergies, medications being taken, and any special diets required. The name, address, and phone number of the child's physician and dentist must be provided.
  2. At the time of admission, information regarding all immunizations a child has had, including month and year each immunization was administered, must be provided to the center, or a plan must be developed with the parent or guardian for submitting the information within 30 days of enrollment. Immunizations must be recorded on the Certificate of Immunization supplied by the Colorado Department of Public Health and Environment and kept on file at the center.
- If the center is located at an elementary school and all the children attend that school, the immunization records may be maintained at the school office but must be accessible to licensing specialists.
- B. Emergency Procedures
1. Written authorization for emergency medical care must be in the child's file as required in Section 7.712.81.
  2. If a child requires medical attention away from the program site, the child's parent(s) or guardian(s) must be notified, and necessary medical care sought from a licensed physician or medical facility.
  3. The center must provide an area where children too ill to remain in the group may be comfortably cared for and supervised until they can be taken home or suitably cared for elsewhere. At a minimum, a cot or mat and a sheet and blanket must be provided.
  4. A responsible staff member must be present or within hearing distance of any ill child.
  5. First aid supplies must be available at the program site and in all vehicles operated by the center.

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Effective Date:	11/1/98	Effective Date:	Reissued	

## 7.712.52 Health Care (continued)

## Rev. eff. 11/1/01 C. Medication

1. Prescription and non-prescription (over-the-counter) medications for eyes or ears, all oral medications, topical medications, inhaled medications, and certain emergency injections can be administered only with the written order of a person with prescriptive authority and with written parental consent. Centers may administer medications for chronic health conditions or emergency situations.
2. The written order by the prescribing practitioner must include:
  - Child's name
  - Licensed prescribing practitioner name, telephone number, and signature
  - Date authorized
  - Name of medication and dosage
  - Time of day medication is to be given
  - Route of medication
  - Length of time the medication is to be given
  - Reason for medication (unless this information needs to remain confidential)
  - Side effects or reactions to watch for
  - Special instructions
3. Medications must be kept in the original labeled bottle or container. Prescription medications must contain the original pharmacy label that lists:
  - Child's name
  - Prescribing practitioner's name
  - Pharmacy name and telephone number
  - Date prescription was filled
  - Expiration date of the medication
  - Name of the medication
  - Dosage
  - How often to give the medication
  - Length of time the medication is to be given

Over-the-counter medication must be kept in the originally labeled container and be labeled with the child's first and last name.
4. In the case medication needs to be given on an ongoing, long-term basis, the authorization and consent forms must be reauthorized on an annual basis. Any changes in the original medication authorization require a new written order by the prescribing practitioner and a change in the prescription label. Verbal orders taken from the licensed prescriber may be accepted only by a licensed registered nurse.

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## 7.712.52 Health Care (continued)

5. By January 1, 2003, all child care staff designated by the center director to give medications must complete the 4-hour Department-approved medication administration training and have current first aid and universal precautions training.
6. Medications must be kept in a clean area, locked and inaccessible to children. If refrigeration is required, the medication must be stored in either a separate refrigerator or a leak-proof container in a designated area of a food storage refrigerator, separated from food and inaccessible to children. Controlled medications must be counted and safely secured, and specific policies regarding their handling require special attention in the center's policies. Access to these medications must be limited.
7. Children are not allowed to bring medications to child care unless accompanied by a responsible adult. If a medication is out of date or left over, parents are responsible for picking up the medication. If parents do not respond, the center is responsible for the disposal of medications according to center policy and procedures. Disposal of medications must be documented.
8. A written medication log must be kept for each child. This log is part of the child's records. The log must contain the following:
  - Child's name
  - Name of the medication, dosage, and route
  - Time medication is to be given
  - Special instructions
  - Name and initials of the individuals giving the medication
  - Notation if the medication was not given and the reason
9. Topical preparations such as petroleum jelly, diaper rash ointments, sunscreen, bug sprays, and other ointments may be administered to children with written parental authorization. These preparations may not be applied to open wounds, or broken skin unless there is a written order by the prescribing practitioner.
10. The center may, with written parental consent and authorization of the prescribing practitioner, permit children who have asthma to carry their own inhalers and use them as directed. All staff must be aware of which children have asthma and which ones may use their own inhalers as needed.

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## 7.712.52 Health Care (continued)

## D. Sun Protection

1. The center must obtain the parent or guardian's written authorization and instructions for applying sunscreen to their children's exposed skin prior to outside play. A doctor's permission is not needed to use sunscreen at the center.
2. When supplied for an individual child, the sunscreen must be labeled with the child's first and last name.
3. If sunscreen is provided by the center, parents must be notified in advance, in writing, of the type of sunscreen the center will use.
4. Children may apply sunscreen to themselves under the direct supervision of a staff member.

## E. Control of Communicable Illness

1. When children show signs of severe or communicable illness, they must be separated from other children, the parent(s) or guardian(s) notified, and a doctor or medical facility consulted as needed regarding treatment.
2. Staff members with a communicable illness must not be permitted to work or have contact with children or other staff members if the illness could be readily transmitted during normal working activities.
3. When children have been diagnosed with a communicable illness such as hepatitis, measles, mumps, meningitis, diphtheria, rubella, salmonella, tuberculosis, giardia or shigella, the center must immediately notify the local or state department of health, all staff members, and all parents and guardians of children in care. Children's confidentiality must be maintained.

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## 7.712.53 Personal Hygiene

## A. Hand Washing/Clothing

- Rev. eff. 11/1/01
1. The center must include provision for the child's personal hygiene, including washing hands with soap under running water before meals and snacks, after using toilet facilities, and whenever the child's hands become soiled.
- Rev. eff. 11/1/98
2. Each child must be provided a disposable towel or other means of drying the hands that is approved by the Colorado Department of Public Health and Environment or its local unit. All toilet articles, such as combs, hairbrushes, and toothbrushes, must be labeled with the children's names and kept in a sanitary condition.
  3. A child's wet or soiled clothing must be changed promptly, and a sufficient supply of clean clothing must be available for this purpose.

## B. Diapering

1. The center must have one or more designated diaper change areas for all children in need of diaper changing. The diaper change area must:
  - a. Have a smooth, durable, nonabsorbent, and easily cleanable surface.
  - b. Be a minimum of 36 by 18 inches in size and large enough to accommodate the size of the child.
  - c. Be adjacent to or within reach of a hand washing sink.
  - d. Be separate from the food preparation area.
  - e. Have a place inaccessible to children for storing all diaper change supplies and disinfecting solutions and products.
  - f. Have a sufficient supply of diapers at all times.
2. The following procedure must be followed each time a diaper is changed:
  - a. The child must be placed on a clean, sanitized, dry changing table/mat.
  - b. The child must be cleaned wherever necessary.
  - c. Soiled/wet diapers and clothing must be replaced with clean diapers and clothing whenever necessary.
  - d. Soiled/wet clothes must be placed in a plastic bag for parents or guardians to take home. Soiled/wet diapers must be placed in a covered, impervious plastic-lined receptacle. These containers must be emptied, cleaned, and disinfected daily or more frequently as needed to reduce odor.

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## 7.712.53 Personal Hygiene (continued)

- e. Children's hands must be cleaned after diapering.
- f. Staff members must clean and sanitize the diaper change area after diapering in conjunction with health department standards.
- g. Staff members must thoroughly wash their hands with soap and warm running water and dry their hands with sanitary disposable towels or a mechanical drying device.

## 7.712.54 Food and Nutrition

- A. Safe drinking water must be freely available to children at all times.
- B. Nutritious snacks must be served at suitable intervals.
- C. Children who are at the center for more than 4 hours, day or evening, or come directly to the center from a morning kindergarten class must receive a meal.
  - 1. If the center provides a meal, it must meet one-third of the child's daily nutritional needs.
  - 2. The center staff must check lunches brought from children's homes to determine if they meet one-third of the child's daily nutritional needs.
  - 3. If the child fails to bring a meal, or if the meal meets less than one-third of the child's daily nutritional needs, the center must supply an adequate meal.
- D. All food prepared by the center must be from sources approved by the health authority. All food must be stored, prepared, and served in such a manner as to be clean, wholesome, free from spoilage, and safe for human consumption. Home-canned foods cannot be served.
- E. Food must be prepared, stored, and transported in compliance with the "Rules and Regulations Governing the Sanitation of Child Care Centers in the State of Colorado."

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## 7.712.55 Discipline

- A. Discipline must be appropriate and constructive or educational in nature, and may include such measures as diversion, separation of the child from problem situations, talking with the child about the situation, or praise for appropriate behavior.
- B. Children must not be subjected to physical or emotional harm or humiliation.
- C. The director must not use, or permit a staff person or child to use, corporal or other harsh punishment, including but not limited to pinching, shaking, spanking, punching, biting, kicking, rough handling, hair pulling, or any humiliating or frightening method of discipline.
- D. Discipline must not be associated with food, rest, or toileting. No child should be punished for toileting accidents. Food must not be denied to or forced upon a child as a disciplinary measure.
- E. Separation, when used as discipline, must be brief and appropriate for the child's age and circumstances. The child must be in a safe, lighted, well-ventilated area and be within hearing and vision of a staff member. The child must not be isolated in a locked room, bathroom, closet, or pantry.
- F. Verbal abuse and derogatory remarks about the child are not permitted.
- G. Authority to discipline must not be delegated to other children, and the center must not sanction one child punishing another child.

## 7.712.56 Transportation

- A. Transportation Provided by the Center
  - 1. The center is responsible for any children it transports.
  - 2. The center must obtain written permission from parents or guardians for any transportation of their child during child care hours.
  - 3. The number of staff members who accompany children when being transported in the vehicle must meet the child care staff ratio found at Section 7.712.43. The driver of the center vehicle is considered a staff member.
  - 4. Children must not be permitted to ride in the front seat of a vehicle unless they are secured in a seat belt that conforms to all applicable Federal Motor Vehicle Safety Standards. Children must remain seated while the vehicle is in motion.
  - 5. Children must be loaded and unloaded out of the path of moving vehicles.

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## 7.712.56 Transportation (continued)

6. Children must not be permitted to stand or sit on the floor of a moving vehicle, and their arms, legs, and heads must remain inside the vehicle at all times.
7. Transportation arrangements for school-age children must be by agreement between the center and the children's parents, i.e., whether the children can walk, ride a bicycle, or travel in a car. The center must monitor the children to be sure they arrive at the center when expected and follow up on their whereabouts if they are late. Written permission from parents or guardians for their children to attend community functions after school hours must include agreements regarding transportation.
8. Prior to a field trip or other excursion, the center must obtain information on liability insurance from parents and staff who transport children in their own cars and verify that all drivers have valid driver's licenses.

## B. Requirements for Vehicles

1. Any vehicle used for transporting children to and from the center or during program activities must meet the following requirements:
  - a. The vehicle must be enclosed and have door locks.
  - b. The seats of the vehicle must be constructed and installed according to the vehicle manufacturer's specifications.
  - c. The vehicle must be kept in satisfactory condition to assure the safety of occupants. Vehicle tires, brakes, and lights must meet safety standards set by the Colorado Department of Revenue, Motor Vehicle Division.
  - d. Seating must be comfortable, with a seat of at least 10 inches wide for each child.
2. In passenger vehicles, which include automobiles, station wagons, and vans with a manufacturer's established capacity of 16 or fewer passengers and less than 10,000 pounds, the following is required:
  - a. Each child must be restrained in an individual seat belt.
  - b. Two or more children must never be restrained in one seat belt.
  - c. Lap belts must be secured low and tight across the upper thighs and under the belly.
  - d. Children must be instructed and encouraged to keep the seat belt properly fastened and adjusted.
3. In vehicles with a manufacturer's established capacity of 16 or more passengers, seat belts for passengers are not required.

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## 7.712.56 Transportation (continued)

## C. Requirements for Drivers of Vehicles

1. All drivers of vehicles transporting children must comply with applicable laws of the Colorado Department of Revenue, Motor Vehicle Division, and ordinances of the municipality in which the child care program is operated.
2. All drivers of vehicles owned or leased by the center in which children are transported must have a current Department-approved first aid and safety certificate that includes CPR for all ages of children.
3. In each vehicle used to transport children, drivers must have access to a first aid kit.
4. The driver must ensure that all doors are secured at all times when the vehicle is moving.
5. The driver must make a good faith effort to ensure that each child is properly belted throughout the trip.

## 7.712.6 PROGRAM ACTIVITIES

## 7.712.61 Activity Schedules

- A. The center must provide parents or guardians with a list of activities it offers.
- B. Parents or guardians must be given the opportunity to indicate to the staff of the center if they do not want their child to participate in an activity.
- C. Parents or guardians must be notified in advance of all activities that will occur away from the center.
- D. Television viewing, including videos, should not be permitted without the approval of a child's parents, who must be advised of the center's policy regarding television and video viewing.
- E. A mobile school-age child care program must establish a daily itinerary and provide a copy to each child's parent or guardian. A copy must also be on file at the program's headquarters. The itinerary should be followed as closely as possible. In case of an emergency or change in the itinerary, the headquarters of the mobile school-age child care center must be notified immediately. Parents must be instructed to contact the main headquarters to determine the exact location of their child.

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## 7.712.62 Equipment and Materials

- Rev. eff.  
11/1/98
- A. A rest time and rest equipment must be provided for school-age children who require a rest time.
- B. Children at the center must have access to age-appropriate materials and equipment from at least the following categories:
1. Activity supplies
  2. Manipulatives and games
  3. Recreation equipment
  4. Library items
  5. Science equipment and materials
- Add eff.  
11/1/01
- C. Children must wear helmets when riding scooters, bicycling, skateboarding, or rollerblading.

## 7.712.63 Field Trips

- Rev. eff.  
11/1/98
- A. The program may include field trips, where children and staff leave the center to visit some site in the community. On a field trip or during a mobile school-age child care program:
1. Staff-child ratios must be maintained at all times.
  2. Children must be actively supervised at all times.
  3. An accurate itinerary must remain at the headquarters/office of the center.
  4. The staff must have with them on a field trip the following information about each child: name, address, and phone number of the child's physician or other appropriate health care professional and the written authorization from parent(s) or guardian(s) for emergency medical care.
- B. A list of all children and staff on a field trip must be kept at the headquarters of the center.

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## 7.712.64 Special Activities Staff

- Rev. eff.  
11/1/98
- A. If the center engages in special activities away from the child care facility, the staff member responsible for the activity must possess evidence of appropriate experience, training, and/or certification in the program specialty. Verification of experience and/or certification must be in the staff member's personnel file at the headquarters of the center. This staff member must be present whenever the activity is being carried out unless otherwise indicated in these regulations.
- B. The qualified supervising staff member of special activities has the following duties:
1. Direct training of other staff members working in the activity.
  2. Assign duties to staff members.
  3. Assure that all staff members supervising the activity are actively participating in the supervision of children.
  4. Assure that all necessary equipment is complete, in good repair, and safe to use.
  5. Assure that environmental hazards are not severe enough to cause danger to participating children.

## 7.712.65 Special Activities

- A. Swimming
- Rev. eff.  
11/1/01
1. If the center uses a public or private pool for which the center is not responsible, the center need not provide a lifeguard if a qualified lifeguard is provided by the pool. Necessary staff supervision as listed at Section 7.712.43 must be maintained, and the lifeguard must not be counted in the staff to child ratio.
- Rev. eff.  
11/1/98
2. If the public or private pool does not provide a qualified lifeguard, staff members meeting qualifications as stated at Section 7.712.65 A 3a must be provided by the center.
    - a. There must be at least 1 school-age child care staff member at the pool for each 10 or fewer school-age children.
    - b. Swimming area rules and emergency procedures must be posted at the swimming area and explained to the children.
    - c. Swimming is prohibited when fewer than the required qualified staff members are present.
  3. If the center uses a swimming area at a lake or pond, swimming area rules and emergency procedures must be posted at the swimming area and explained to the children.

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## 7.712.65 Special Activities (continued)

- a. A swimming supervisor must be present who, as a minimum, holds a current American Red Cross lifeguard training certificate or equivalent certification from a group such as the YMCA or Boy Scouts.
  - b. One additional staff member who holds at least an American Red Cross lifeguard training certificate or equivalent must be present at the swimming area for each 30 additional school-age children in the water.
  - c. At least 1 school-age child care staff member must be at the swimming area for each 10 or fewer school-age children present.
  - d. Swimming is prohibited when fewer than the required qualified staff members are present.
  - e. Swimming areas must be clearly designated.
4. The swimming pool or swimming area must meet the standards of the Colorado Department of Public Health and Environment or its local unit.
  5. Before children are permitted to swim in water deeper than shoulder height, their swimming skills must be tested by staff members who hold an American Red Cross lifeguard training certificate or equivalent.
  6. Child care staff must directly supervise and monitor all children while at the swimming area. Supervision must include monitoring children for exhaustion, distress, sunburn, heatstroke, and threat of drowning.
  7. The following equipment must be available for use at the pool side or the lake shore where swimming is permitted:
    - a. A buoy or a lemon line; and
    - b. Reach pole; and
    - c. Backboard.
  8. If swimming is permitted in a lake or a pond, a rescue boat equipped with a reach pole and a lemon line or a buoy must be available at all times.
  9. If a center has shoreline activities such as wading, fishing, ecology, or nature studies, the center must have a written policy that defines qualifications of persons accompanying the group and safety guidelines to be followed. Staff members must be acquainted with the policy.

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## 7.712.65 Special Activities (continued)

## B. Boating/Canoeing/Sailing

1. The boating supervisor must hold, as a minimum, an American Red Cross basic lifeguarding certificate or equivalent and a basic small craft certificate for the type of craft to be supervised, or the boating supervisor must have at least 6 hours of experience in the craft to be supervised.
2. Other staff members involved in these activities must have at least 6 hours of experience in the type of craft to be used.
3. Whenever children are on the water they must wear a personal flotation vest approved by the United States Coast Guard that is appropriate to the weight of the child.
4. A minimum of 2 staff members must be at the shoreline and/or in the water at any time when school-age children are on the water participating in boating, canoeing, or sailing activities. When determining the number and location of staff required, the activity supervisor must evaluate the lake size, conditions, and water temperature. The conditions must be safe for the age and skill level of the children participating in the lake or pond activities. The required staff ratios must be maintained at all times.
5. Staff members present at the shoreline and/or on the water at any time when school-age children are engaged in boating, canoeing, or sailing activities must know the swimming ability of each school-age child participating in the boating program.
6. There must be a staff member in any boat that holds one or more school-age children under 10 years of age.
7. At no time can the occupancy of the craft exceed the capacity established for the craft by the United States Coast Guard Standards.
8. There must be a warning device that can be readily heard or seen by persons in the crafts to indicate the need for the crafts to return to the shore/dock.
9. At the river or lake, a rescue boat must be in close proximity to the activity location. This rescue boat must be in good repair and contain a lemon line or buoy and reach pole, extra oar, or paddle.
10. Water craft must not enter a swimming area when swimmers are in the water.
11. Tubing is permissible only in calm waters.

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## 7.712.65 Special Activities (continued)

## C. White Water Rafting

1. Rafting is permitted on Class III and IV rivers and rivers of less difficulty.
2. If the center offers white water rafting, it must be licensed by the Division of Parks and Outdoor Recreation as a river outfitter as required by state law.
3. If the center offers white water rafting through a river outfitter, the outfitter must have a valid river outfitter license.
4. The center must provide sufficient food storage to keep food dry and must store an adequate amount of food for the size of the raft and the length of the trip.
5. Waterproof dunnage bags must be provided for all passengers and must be secured to the raft.
6. Children must wear a life vest any time they are near the water or in the raft.
7. Children must be at least 12 years old to ride a paddle raft in a Class III river. Children must be at least 14 years old to ride a paddle raft in a Class IV river.
8. Children must be at least 12 years old to ride an oar raft in a class III river or a river of less difficulty. Children must be at least 14 years old to ride an oar raft in a Class IV river.

## D. Archery

1. The archery supervisor must be an experienced archer.
2. Archery rules and procedures must be posted and explained to all archers.
3. Instruction on the use of the bows and arrows must be presented to the school-age children prior to the use of the archery range.
4. The archery range must be free from hazards and well marked. There should be a clear path to the target unobstructed by such things as rocks, trees, and branches and away from traffic, trails, and other activities.
5. Equipment must be maintained in safe condition. Bows and arrows should be inspected for fractures, splinters, and cracks. Damaged bows and arrows should not be used.
6. Equipment must be stored under lock and key when not in use, with bows and arrows stored separately. Bows and arrows should be used only in the specified archery area.

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- 7.712.65 Special Activities (continued)
- Rev. eff. 11/1/98
7. All archers must use the same firing line. Arrows should be issued only at the firing line.
  8. Arrows must be nocked to bow string after shooters are on the firing line and after the signal to shoot has been given.
  9. Before arrows are released, shooters must have a definite target.
  10. All persons must stay behind the firing line until the signal to retrieve arrows is given. All arrows must be retrieved at the same time.
- Rev. eff. 11/1/01
11. If the center has field archery, a procedure must be established and posted to provide for the safety of the archers, including issuance of arrows at check-in point of the archery trail, check-in of archers at the beginning of the archery trail, and check-out when archers have completed the trail.
- Rev. eff. 11/1/98
- E. Riflery
1. The riflery supervisor must hold a Department-approved firearm certificate or have equivalent verified experience approved by the Department.
  2. The rifle range must be free from all hazards, away from other activities and traffic of all types, and well marked with danger signs or flags. All blind approaches must be fenced or blocked off.
  3. The range must be constructed with an appropriately designed bullet-stop so that all bullets will be stopped behind the targets. The bullet-stop must be free of trees, rocks, boulders, and other objects that could cause a bullet to ricochet away from the bullet-stop.
  4. There must be a well-defined firing line that is level with the targets and elevated off the ground. A minimum space of 5 feet between firing points must be established or firing points separated by a permanent divider.
  5. Only the following types of guns are permitted:
    - a. .22 caliber rimfire, single-shot, bolt-action rifles having not less than a 3-pound trigger pull.
    - b. Pneumatic spring-type and CO2 air guns, either .22 caliber or .177 (BB size).
  6. Firearms must be maintained in proper condition by inspection before and after usage, cleaning as necessary. Firearms that do not function properly must be repaired and tested before use. Firearms with fouled or pitted barrels must be repaired before use.

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## 7.712.65 Special Activities (continued)

7. Instruction on the use of firearms must be presented to the children prior to the use of the rifle range.
8. No more than 5 cartridges at a time can be issued to a child by the responsible staff member and only at the firing line.
9. Firing is permitted only at the firing line. Observers must remain behind the firing line.
10. Actions of uncased firearms must be kept open except when on the firing line ready to fire.
11. All firearms must be unloaded immediately upon the command "cease firing." Actions must remain open until further commands are given.
12. On ranges where shooters must go down range to change targets and score, movement must be controlled by a responsible staff member.
13. All shooters must police their brass when they have completed their firing.

## F. Trampolines

1. The trampoline supervisor must have formal training and experience in use of the trampoline and knowledge of safety and spotting techniques.
2. Trampolines must be equipped with pads along the sides and kept in good repair.
3. Use of the trampoline is prohibited when there is no trampoline supervisor present.
4. Trampolines must be secured from unauthorized use.
5. Only one child is allowed on a trampoline at any one time, regardless of the size of the trampoline.
6. Spotters must be posted on all four sides of each trampoline at all times. Spotters must not stand, sit, or lie on the trampoline, but must stand in a position of readiness, watching the jumper at all times.
7. Children must dismount the trampoline by sitting on the edge and sliding off. They must not be allowed to jump off the trampoline.

## G. Hiking &amp; Camping

1. The hiking or camping supervisor must be at least 21 years of age and hold a current Department-approved first aid and safety certificate that includes CPR for all ages of children.

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## 7.712.65 Special Activities (continued)

- Rev. eff.  
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2. At least 2 staff members must accompany a group on hikes and camping trips. At least 1 staff member who accompanies the group must hold a current Department-approved first aid and safety certificate that includes CPR for all ages of children.
  3. In selecting the area for hiking or camping, the hiking or camping supervisor must consider the hiker's age, physical condition, and experience, as well as the season, weather trends, methods of evacuation and communication, and water quality and quantity.
  4. Before participation, children must be instructed on fundamental safety procedures to follow on the trail, procedures to follow if lost, proper health and sanitation procedures on the trail, rules governing land to be hiked, potential high-risk areas, and fire precautions.
  5. Each hiker/camper must be equipped with clothing that protects against natural elements such as rain, snow, wind, cold, heat, sun, and insects.
  6. A first aid kit must be taken on all trips. The contents of each kit must be adequate for the number of school-age children, the terrain, and the length of the hike.

## H. Bicycling

1. The bicycling supervisor must be at least 21 years of age; be familiar with state laws about bicycling on public roads; be knowledgeable about bicycling in the mountains, if applicable; and must hold a current Department-approved first aid and safety certificate that includes CPR for all ages of children.
  2. A bicycling supervisor and staff adequate to meet the staff-child ratio must accompany children on each bicycle trip. There must be at least 1 staff or supervisor for each 10 school-age children in the bicycling group.
  3. The bicycle supervisor must evaluate each child as to physical capability to participate in planned bicycling trips based on the trip length and difficulty of terrain.
  4. Each child's bicycle must be adjusted to the size of the child and must be equipped with brakes in good condition.
  5. Children must be instructed as to emergency procedures on the road and safe riding practices. The practices must include riding on the right side of the road, riding in single file, and maintaining four bike lengths between bicycles.
  6. Staff members and children must wear head protection when riding bicycles.
- Rev. eff.  
11/1/01
7. A bicycle repair kit and first aid equipment must be taken on each trip.

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## 7.712.66 Additional Activities

If the center engages in special activities other than those for which regulations are found in Section 7.712.65, the center must develop and follow a written plan approved by the department that includes at least the following:

- A. The qualifications of the supervisor of the activity.
- B. The qualifications of any other staff members necessary for proper supervision of the activity.
- C. The number of staff members needed to supervise the activity.
- D. Conditions under which a child may participate in the activity, such as a minimum age or skill level.
- E. Any special equipment necessary.

## 7.712.7 BUILDING AND FACILITIES

## 7.712.71 Facility Requirements

- A. The mobile school-age child care program and the outdoor-based school-age child care program may use as a gathering place a public park or playground if the program primarily includes field trips away from the gathering place. Such programs must have a contingency plan for facilities to use during inclement weather. The plan must be available to parents on a daily basis.
- B. If a room or rooms inside a building are used for indoor care, the following ratio must be maintained: open indoor play space of at least 30 square feet of floor space per child, including space for readily movable furniture and equipment. Indoor space is exclusive of kitchen, toilet rooms, office, staff rooms, hallways and stairways, closets, laundry rooms, furnace rooms, and space occupied by permanent built-in cabinets and permanent storage shelves.
- C. When a building is being used during the summer months by a center specifically as a gathering place at the beginning and end of the day, the 30 square feet requirement need not apply. The total amount of time during which the number of children present may exceed the 30 square feet requirement must not exceed 3 hours. This time must be divided evenly between the morning and the evening.

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## 7.712.71 Facility Requirements (continued)

- D. The center must provide access to an outdoor play area. The outdoor play area may be a city park or public school ground. The play area must meet the following requirements:
1. The center must provide a total outside play area of at least 75 square feet per child for a minimum of one-third of the licensed capacity of the center or a minimum of 1500 square feet, whichever is greater.
  2. Access to a shaded area, sheltered area, or inside building area must be provided at all times to guard children against the hazards of excessive sun and heat.
  3. The outdoor play area must be maintained in a safe condition by removing debris, dilapidated structures, and worn and broken play equipment. The center must identify hazardous, high-risk areas. These areas must be monitored to reduce the possibility of injury and accidents.
- E. A safe, comfortable place for relaxing and for sick children must be available at all times for children in care.

## 7.712.72 Toilet Facilities

- A. Boys and girls must have separate, clearly identified toilet facilities, with toilets separated by partitions to provide privacy.
- B. There must be a minimum of 1 toilet per 30 or fewer children for which the center is licensed. Hand-washing facilities must be available at the ratio of 1 sink per 30 or fewer children.

## 7.712.73 Food Preparation Area

Areas used for food preparation, dish and utensil washing, and storage must be in compliance with the requirements of the Colorado Department of Public Health and Environment or its local unit.

## 7.712.74 Fire and Other Safety Requirements

- A. General Requirements
1. Buildings must be kept in good repair and maintained in a safe, clean, and sanitary condition. Good housekeeping must be observed in all areas at all times.
  2. Major cleaning is prohibited in rooms occupied by children.
  3. Volatile substances such as gasoline, kerosene, fuel oil, and oil-based paints, firearms, explosives, and other hazardous items must be stored away from the area used for child care and be inaccessible to children.

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## 7.712.74 Fire and Other Safety Requirements (continued)

4. Combustibles such as cleaning rags, mops, and cleaning compounds, must be stored in well-ventilated areas. Cleaning materials, bleaches, detergents, and other toxic items must be properly labeled, separated from flammable materials, and stored in areas inaccessible to children.
5. Closets, attic, basement, cellar, furnace room, and exit routes must be kept free from accumulation of extraneous materials.
6. Smoking is prohibited during business hours in all areas where child care is provided and when transporting children.
7. All heating units, gas or electric, must be installed and maintained with safety devices to prevent fire, explosions, and other hazards. No open-flame gas or oil stoves, unscreened fireplaces, hot plates, or unvented heaters can be used for heating purposes. All heating elements, including hot water pipes, must be insulated or installed in such a way that children cannot come in contact with them. Nothing flammable or combustible can be stored within 3 feet of a hot water heater or furnace.
8. Equipment, materials, and furnishings must be sturdy, safe, clean, and free of hazards, including paint that contains lead or other poisonous materials.
9. Equipment, materials, and furnishings, including durable furniture such as tables and chairs, must be stored in a manner that is safe for children.
10. Extension cords cannot be used in place of permanent wiring.
11. Corridors, halls, stairs, and porches must be adequately lighted. Operable battery-powered lights must be provided in locations readily accessible to staff in the event of electric power failure.

## B. Fire Safety

1. Every building and structure must be constructed, arranged, equipped, maintained, and operated so as to avoid undue danger to the lives and safety of its occupants from fire, smoke, fumes, or resulting panic during the period of time reasonably necessary for escape from the building or structure in case of fire or other emergency.
2. Every building and structure must have at least 2 exits that permit the prompt escape of occupants in case of fire or other emergency.
3. Every exit must be clearly visible, or the route to reach it must be conspicuously indicated. Each path of escape must be clearly marked.

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## 7.712.74 Fire and Other Safety Requirements (continued)

4. In every building or structure, exits must be arranged and maintained so as to provide free and unobstructed egress from all parts of the building or structure at all times when it is occupied. No lock or fastening to prevent free escape from the inside of any building can be installed. Only panic hardware or single-action hardware is permitted on a door or on a pair of doors. All door hardware must be within the reach of children.
5. If the building in which the center operates has a security lock on outside exit doors, the center must obtain written permission from the local fire department; and there must be a written sign attached to the door instructing staff that the security lock is not to be utilized when children are present and the center is in operation.
6. Every building and structure must have an automatic or Department-approved manually operated fire alarm system to warn occupants of the existence of fire or to facilitate the orderly conduct of fire exit drills.

## C. Emergency Drills

1. Each staff member of the center must be trained in fire safety.
2. Fire exit drills must be held often enough that all occupants are familiar with the drill procedure and their conduct during a drill is a matter of established routine. Fire drills must be consistent with local fire department procedures. A record of fire drills held over the past 12 months, including date and time of drill, number of adults and children participating, and the amount of time taken to evacuate, must be maintained by the center.
3. Drills must be held at unexpected times and under varying conditions to simulate the unusual conditions of an actual fire.
4. Drills must emphasize orderly evacuation under proper discipline rather than speed. No running or horseplay should be permitted.
5. Drills must include suitable procedures for ensuring that all persons in the building, or all persons subject to the drill, actually participate.
6. Fire alarm equipment must be used regularly in the conduct of fire exit drills.
7. If appropriate to the location of the center, tornado drills must be held often enough that all occupants are familiar with the drill procedure and their conduct during a drill is a matter of established routine. A record of tornado drills held over the past 12 months must be maintained by the center.

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## 7.712.8 RECORDS AND REPORTS

## 7.712.81 Children's Records

- A. The center must maintain and update annually a record on each child that includes:
1. The child's full name, age, current address, and date of enrollment.
  2. Names and home and employment addresses and telephone numbers of parents or guardians.
  3. Any special instructions as to how the parents or guardians can be reached during the hours the child is at the center.
  4. Names and telephone numbers of persons other than parents or guardians who are authorized to take the child from the center.
  5. Names, addresses, and telephone numbers of persons who can assume responsibility for the child in the event of an emergency if parents or guardians cannot be reached immediately.
  6. Name, address, and telephone number of the child's physician, dentist, and hospital of choice.
  7. Health information including medical history, chronic medical problems, and immunization history.
  8. A dated written authorization for emergency medical care signed and submitted annually by the parent or guardian. The authorization must be notarized if required by the local health care facility.
  9. Written authorization from a parent or guardian for the child to participate in field trips and to participate in program activities, listing any possible exclusions.
  10. Written authorization from a parent or guardian for the center to transport the child to and from school, whether by walking or driving.
  11. Reports of serious injuries and accidents occurring during care that result in medical attention, admission to the hospital, or death of a child.

## 7.712.82 Staff Records

- A. The center office must maintain a record for each staff member, paid or volunteer, that includes the following:
1. Name, address, and birth date of the individual.
  2. The date that the staff member was employed by the center.
  3. Name, address, and daytime telephone number of the person(s) to be notified in the event of an emergency.

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## 7.712.82 Staff Records (continued)

4. Proof of a negative mantoux tuberculin test and health information as required by Section 7.712.41, F.
  5. Verification of the staff member's training, education, and experience.
  6. Copies of any first aid and CPR certification or other certification confirming the qualifications for the responsibilities assumed at the center, which may include copies of driver's licenses, college transcripts, and diplomas.
  7. Copies of written references or notes of phone references, as required by Section 7.712.41, D.
  8. Verification that a criminal record check with the Colorado Bureau of Investigation is in process, or a copy of the results of the staff member's criminal record check.
  9. Verification that a review of the Central Registry of Child Protection has occurred or is in process.
- B. Each staff member's personnel file must contain all required information within 30 working days of the first day of employment.

## 7.712.83 Administrative Records and Reports

- A. The following records must be on file at the center:
1. Records of enrollment, daily attendance for each child, and daily record of time child arrives at and departs from the center.
  2. Current health department inspection report issued within the past 24 months.
  3. Current fire department inspection report issued within the past 24 months.
  4. A list of current staff members, substitutes, and staffing patterns.
- B. Each center must immediately report in writing to the Department any accident or illness occurring at the center that resulted in medical treatment by a physician or other health care professional, hospitalization, or death. This report must be made within 48 hours after the accident or illness occurred.
- C. A report about a fatality must include:
1. The child's name, birth date, address, and telephone number.
  2. The names of the child's parents or guardians and their address and telephone number if different from those of the child.

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## 7.712.83 Administrative Records and Reports (continued)

3. Date of the fatality.
  4. Brief description of the incident or illness leading to the fatality.
  5. Names and addresses of witnesses or persons who were with the child at the time of death.
  6. Name and address of police department or authority to whom the report was made.
- D. The center must report to the Colorado Department of Public Health and Environment or its local unit any communicable illness, including but not limited to measles, mumps, diphtheria, rubella, tuberculosis, shigella, hepatitis, meningitis, salmonella, and giardia, contracted by a staff member or a child in care at the center.
- E. A medical log must be maintained at the center in which is recorded the name of the child and date of instances of at least the following:
1. Administration of first aid.
  2. Illness of the child while attending the center.
  3. Accident requiring the child to receive medical attention.
  4. The administration of any medication to a child.
- F. The center must submit to the department within 48 hours a written report about any child who has been lost from the center and for whom the local authorities have been contacted. Such report must indicate:
1. The name, birth date, address, and telephone number of the child.
  2. The names of the parents or guardians and their address and telephone number if different from those of the child.
  3. The date when the child was lost.
  4. The location, time, and circumstances when the child was last seen.
  5. Actions taken to locate the child.
  6. The name of the staff person supervising the child.
- G. Each center must have a written plan for action in case of natural disaster, including, but not limited to, floods, tornadoes, and severe weather; a lost or missing child; and injuries and illnesses. This plan must be on file at the center. The staff must have received training regarding the implementation of the plan prior to assuming supervisory responsibility for children. Written verification of the training must be in the staff member's personnel file.

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## 7.712.83 Administrative Records and Reports (continued)

1. The plan of action must include at least:
  - a. Prompt notification of parents or guardians.
  - b. Notification of the headquarters of the center.
  - c. When local authorities are notified.
  - d. Emergency transportation.
  - e. Specific procedures for responding to the crisis.
2. In the case of a mobile school-age child care program or a field trip, the plan must accompany staff members.

## 7.712.84 Confidentiality and Retention

- A. The center must maintain complete records of children and personnel as required at Sections 7.712.81, 7.712.82, and 7.712.83.
- B. The confidentiality of all personnel and children's records must be maintained (see Section 7.701.7, General Rules for Child Care Facilities).
- C. Personnel and children's records must be available, upon request, to authorized personnel of the department.
- D. If records for organizations having more than one center are kept in a central file, duplicate identifying and emergency information for children must also be kept on file at the center attended by the child.
- E. The records of children and personnel must be maintained by the school-age child care center for at least 3 years.

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