

Connecticut Statutes and Regulations for Child Day Care Centers – Oct. 2005
Sections on Staffing and School-Age children endorsement

Section 19a-79-4a. Staffing

- (a) A file shall be kept on the licensed premises for each employee of the child day care center or group day care home which shall include:
- (1) a medical statement signed by a physician, advanced practice registered nurse or physician assistant, completed within twelve (12) months before the date of employment for new staff, and every twenty-four (24) months for current staff, such statement to document the presence of any known medical or emotional illness or disorder that would currently pose a risk to children in care or would currently interfere with effective functioning as an employee of a child day care center or group day care home;
 - (2) upon employment, a written report of a negative tuberculin test completed within twelve (12) months prior to the date of employment or for a known prior reactor, no evidence of active tuberculosis on a chest x-ray;
 - (3) documentation of continuing education for each full time or part time staff person who cares for the children.
- (b) For each prospective employee:
- (1) A completed state and a completed federal fingerprint card shall be submitted to the department for a State Police Bureau of Identification and a Federal Bureau of Investigation Criminal Records check; and
 - (2) That person's name, address, social security number and date of birth shall be submitted to the Department for a check of the State Child Abuse Registry on forms approved by the Department.
- (c) The operator shall maintain a staff adequate for the number, ages and developmental needs of the children to be accommodated.
- (1) A designated head teacher shall be on site for sixty percent (60%) of the time the child day care center is in operation on a weekly basis.
 - (2) There shall be at least two (2) staff eighteen (18) years of age or older on the premises when one (1) or more children are in attendance. The staff shall be available to care for the children.
 - (3) All staff in the child day care center and group day care home shall have the personal qualities necessary to:
 - (A) care for and work with children,
 - (B) relate to adults, and
 - (C) relate to parents.
 - (4) Proper staff child ratios shall be maintained at all times.
 - (A) There shall be at least one (1) program staff person for every ten (10) children, or fraction thereof in attendance.
 - (B) When there is a mixed age group the lower required ratio for the age of the youngest child shall prevail.
 - (5) Group size shall be maintained at all times.
 - (A) The group size shall not exceed twenty children.
 - (B) When there is a mixed age group the smaller required group size shall prevail.
 - (6) During nap time the overall staff child ratios shall be maintained on the licensed premises.
- (d) Programs shall have the following staff:
- (1) A designated head teacher shall submit to the Department written verification of being twenty (20) years of age or older, having the personal qualifications needed to supervise people, and having:
 - (A) in a child day care center,
 - (i) a high school diploma or equivalency certificate,
 - (ii) at least one thousand and eighty (1080) hours of documented supervised experience over a nine (9) month span of time, including working with children in a program with these standards or comparable standards in this or another state, which program serves children of the same ages and developmental stages who are served at the child day care center, and one of the following: a current center-based Child Development Associate Credential issued from the Council for Early Childhood Professional Recognition, or twelve (12) credits in early childhood education or child development from an accredited institution of higher education with program approval from the Board of Governors of Higher Education, or
 - (iii) approval by the Department as a head teacher prior to January 1, 1994;

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- (B) in a group day care home,
 - (i) a high school diploma or equivalency certificate,
 - (ii) at least one thousand and eighty (1080) documented hours of experience over a nine (9) month span of time working with unrelated children of the same ages and developmental stages to be served in this home;
- (C) in a child day care center or group day care home,
 - (i) a four (4) year college degree in early childhood education or child development from an accredited institution of higher education with program approval from the Board of Governors of Higher Education, and
 - (ii) at least three hundred sixty (360) hours of documented supervised experience in working with unrelated children of the same age(s) to be served in this child day care center or group day care home with these standards or comparable standards in this or another state and at least one (1) semester of student teaching with children of the same age(s) and developmental stages that are served in the center or home.
- (2) A second program person who works under supervision of the head teacher shall be eighteen (18) years of age or older and have at least one of the following:
 - (A) a high school diploma, or
 - (B) an equivalency certificate, or
 - (C) at least five hundred and forty (540) hours documented experience in working with unrelated children of the same age(s) to be served in this child day care center or group day care home.
- (3) Other program assistants shall be able to work under supervision and shall be at least sixteen (16) years of age.
- (4) Additional program staff shall be sufficient to provide care of children during all hours of operation in keeping with group size and ratio.
- (e)
 - (1) At all times the child day care center is in operation there shall be present at least one (1) staff member who has current certification in cardiopulmonary resuscitation (CPR) by the American Red Cross or the American Heart Association, appropriate for all of the children served at the child day care center. For child day care centers licensed prior to January 1, 2003, the CPR requirement shall become effective on January 1, 2004. For child day care centers newly licensed on or after January 1, 2003, this requirement shall become effective upon licensure.
 - (2) In addition, at all times the child day care center or group day care home is in operation, there shall be present at least one (1) staff member who has successfully completed within the past three (3) years a Department approved first aid course that meets the following requirements:
 - (A) It shall be at least six (6) hours in length.
 - (B) Instruction shall include, but not necessarily be limited to:
 - (i) the recognition and emergency management of bleeding, burns, poisoning, anaphylaxis, respiratory distress including choking, musculo-skeletal injury, seizures, wounds including insect bites, head injuries, shock, loss of consciousness, dental emergencies, child abuse and sexual abuse;
 - (ii) communicable disease prevention, recognition and management which includes a discussion of transmission through the intestinal tract, the respiratory system, and direct contact; hygiene including handwashing, cleaning and disinfection; diapering techniques; signs and symptoms of illness, including fever, rash, and vomiting; temperature taking; education in specific communicable disease including, but not necessarily limited to, diarrheal diseases, bacterial meningitis, chicken pox, hepatitis, strep throat, head lice, scabies, and vaccine-preventable diseases;
 - (iii) accident prevention and safety including, but not necessarily limited to: safety for the indoor environment and outdoor play area, first aid supplies for day care centers, child restraint systems and seat belt safety in accordance with section 14-100a of the Connecticut General Statutes and section 14-100a-1 of the Regulations of Connecticut State Agencies.
 - (C) Instruction shall be provided by a person who meets at least one of the following requirements:
 - (i) a currently certified American Red Cross First Aid Instructor,
 - (ii) a physician, physician assistant, advanced practice registered nurse or registered nurse, or

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- (iii) a certified emergency medical technician.
- (D) The course outline and all other written materials used in the course shall be submitted to the Department and shall not be used without approval by the Department.
- (f) The child day care center or group day care home shall keep on file written verification of compliance with subsection (e) of this section for each staff member who the child day care center or group day care home designates to meet the requirements of such subsection. Such verification shall be maintained for three (3) years after the date that staff member completed first aid training for group day care homes and child day care centers, or CPR training as required for child day care centers only. Verification shall be one of the following:
 - (1) written verification or certification in CPR from the American Red Cross or the American Heart Association that is signed and dated by a representative of the American Red Cross or the American Heart Association; or
 - (2) written verification by a representative of the organization, physician, physician assistant, advanced practice registered nurse, registered nurse or certified emergency medical technician who conducted the training.
- (g) Continuing education for program staff shall be required for one (1) per cent of the total annual hours worked. Such education may include early childhood education and child development, licensing and regulations, health issues, nutrition, first aid, social services and child abuse laws.
 - (1) The operator of the child day care center or group day care home shall develop, implement and maintain a written plan for continuing education in child care.
 - (2) The operator shall have documentation of continuing education as defined in section 19a-79-1a of the Regulations of Connecticut State Agencies for each staff member which shall be maintained and made available for review.
- (h) A written plan for consultation services shall be developed and implemented.
 - (1) These services shall include:
 - (A) an early childhood education consultant available to the operator and staff for advice and support regarding the educational content of the program; anyone approved as an early childhood consultant prior to January 1, 1994, will continue to be an approved early childhood educational consultant, except for good cause shown;
 - (B) a physician, physician assistant, advanced practice registered nurse or registered nurse consultant available to the operator and staff for advice regarding the health of the children and the health program;
 - (C) a dentist or dental hygienist consultant available to the operator and staff for advice regarding the dental health of children or a dental health education program;
 - (D) a social service consultant available to the operator and staff for advice regarding the emotional needs, staff support and the social service program;
 - (E) a registered dietitian consultant available to the operator and staff for advice regarding nutrition and food service for those programs that serve meals.
 - (2) The written plan for each consultative service shall include but not necessarily be limited to:
 - (A) annual review of policies;
 - (B) annual review of inservice education programs;
 - (C) availability by telecommunication for advice regarding problems;
 - (D) availability, in person, of the consultant to the program.
 - (3) Program staff may not serve as consultants for programs in which they provide direct care or direct program supervision.

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Section 19a-79-11. School age children endorsement

- (a) The operator of a child day care center or group day care home caring for children of school age shall comply with sections 19a-79-1a through 19a-79-8a of the Regulations of Connecticut State Agencies.
- (b) A program providing care for children at least five (5) years old attending elementary or middle school children shall have a separate school age children endorsement by the Department.
- (c) The program shall provide adequate opportunities for creative, recreational and restful activities as appropriate to meet the needs of the individual school age child.
 - (1) These activities shall not be an extension or duplication of the child's school day.
 - (2) Children shall have opportunities to choose among activities including but not necessarily limited to:
 - (A) free time,
 - (B) creative activities,
 - (C) opportunities for homework assignments,
 - (D) nutritional snacks,
 - (E) physical activities,
 - (F) quiet activities,
 - (G) small group activities,
 - (H) special events which may include field trips,
 - (I) self-concept activities.
- (d) Ratio. There shall be at least one (1) qualified program staff person for each ten (10) children or fraction thereof.
- (e) Group size. The group size shall not exceed twenty (20) children.
- (f) When a program serves school age children only, the designated head teacher shall be on site for sixty percent (60%) of the time the center is in operation on a weekly basis and shall submit written verification of the following qualifications and experiences:
 - (1) the age of twenty (20) years or older;
 - (2) the personal qualities needed to supervise others;
 - (3) a high school diploma or equivalency certificate;
 - (4) at least five hundred and forty (540) hours of documented supervised experience over at least a nine (9) month span of time including working with children in a program with comparable standards to the standards in this or another state, which program must serve children of the same ages and developmental stages who are served at the child day care center; and
 - (5) one of the following:
 - (A) twelve (12) credits in early childhood education or child development, elementary education, recreation, group social work, or a related field from an accredited institution of higher education with program approval from the Board of Governors of Higher Education; or
 - (B) approval by the Department as a head teacher prior to January 1, 1994; or
 - (6) a four (4) year college degree in elementary education, recreation, group social work or a related field from an accredited institution of higher education with program approval from the Board of Governors of Higher Education, with at least two hundred and seventy (270) hours of documented supervised experience working with unrelated children of the same ages to be served in this child day care center or group day care home. This supervised experience could be student teaching or a practicum assignment.
- (g) The education consultant used in the program shall have training and experience in child development, recreation, leisure activities, group social work or elementary education.
- (h) When a program for school age children is located in a public or private school facility currently used as a school, the local health, building and zoning regulations pertaining to school facilities shall apply. Under these circumstances, written verification of building and zoning approval is not required. A fire marshal certificate of approval and written local health approval are required for the facility as defined in subparagraph 19a-79-2a(b)(2)(D) of the Regulations of Connecticut State Agencies.