

Guidance for Micro-Facility Pilot Program Standards

Definitions

A child care **Micro-Facility** is a program, in a non-residential setting, that serves between 3 to 30 children at any one time for more than 4 hours a day.

A child care **Micro-Facility Network** is an interconnected group of child care sites, each of which serves between 3 to 30 children at any one time, in more than one non-residential location that are linked by a shared administrative entity responsible for staff supervision as well as administrative, fiscal, and operational support.

A child care **Micro-Facility Network Hub** is the entity that supports administrative functions in micro-facility sites that participate in a Micro-Facility Network. This includes, but is not limited to, functions such as hiring, supporting and supervising staff in sites, providing employment support such as payroll and benefits administration, fiscal management, accounting and funder reporting, marketing, tracking and managing enrollment, collecting fees, supporting families with subsidy applications, parent engagement and needed family support, ensuring regulatory compliance, and overseeing quality initiatives.

A **Micro-Facility Unit** is a mixed age group of children within the micro-facility who are assigned to be cared for together as a group. Units may be separated within the micro-facility into clearly defined physical areas constructed of half walls, non-tippable bookcases, gates, cubbies, or other safe barriers to define the separate spaces.

A **Micro-Facility Supervisor** is the person responsible for the program operations, including but not limited to the following: planning and supervision of the program, orientation of newly employed staff, supervision and evaluation of staff, including ensuring they complete any required training. The micro-facility supervisor must visit each site at least once a week and ensure that the person in charge is available, via cell phone, to all site-based staff during operating hours.

Maximum Number of Children Served

Each micro-facility site may serve up to 30 children provided the site has **at** least 35 square feet of usable space per child. Usable space in a non-residential setting is space that is separated from other activities building functions by four (4) full (floor-to-ceiling) walls.

Children must be cared for in smaller groups, referred to as units, based on the ratios and group sizes that follow.

Maximum Child Ratios and Group Size

Micro-facilities may serve children of mixed ages, so long as procedures are in place to ensure that children younger than 30 months of age have age-appropriate equipment and supplies and are protected from potential harm imposed by older children by a visible room divider (such as a low cabinet or bookcase) or similar physical barrier.

The caregiver's own children are to be included (count) in the ratio and group size.

Maximum group size and caregiver to child ratio is based on the average age of children in the unit/group, based on the table below. Children may be cared for in mixed age groups called units with ratio and maximum unit sizes based on the average of the ages of the children present.

Average age is calculated based on the current age of the child on the day of attendance. Average ages should be calculated by adding each child's age in months and dividing the total number by the total number of children present.

Average age of Children	Maximum Number of Children Supervised by One (1) Caregiver	Maximum Number of Children in One (1) Group
Infants (6 Weeks to 12 Months)	1 to 5	Max 12
Young Toddlers (12- 17 Months)	1 to 5	Max 12
Older Toddlers (18 -23 Months)	1 to 6	Max 14
2 Years (24-29 Months)	1 to 8	Max 16
2.5-year-olds (30- 35 Months)	1 to 9	Max 17
3 Years (36 - 47 months)	1 to 11	Max 25
4 Years (48 - 59 months)	1 to 13	Max 29
5 Years (60 - 71 months)	1 to 17	Max 30
6 Years and over (72 months and older)	1 to 20	Max 30

Staff Qualifications

- Micro-Facility Networks may employ teachers/caregivers who are at least 18 years old and have a high school diploma, so long as other staffing requirements below are met
- Each site must have at least one staff member with a current CPR certification that covers pediatric, child, and/or adult care.
- All staff must complete safe sleep training and appropriate first aid that covers pediatric, child, and/or adult care..
- The Network Hub must employ a supervisor with at least an AA degree, **or a** CDA plus three years of early childhood experience.
- A supervisor must visit each participating site at least weekly, and the person in charge must always be reachable by cell phone during operation.
- All direct care staff must have access to a working cell phone.

Facility Requirements

Micro-facility sites may be in locations that were not initially designed with child care in mind but can be adapted and set up as functional and safe classroom spaces. Standards to guide these adaptations include the following:

- **Square Footage:** The facility must have at least 35 square feet of usable space per child. Usable space is space that is separated from other activities or functions of the building by four (4) full floor to ceiling walls.
- **Sinks, Running Water, and Toilets:** The facilities must provide at least one sink and one toilet for every 15 children. Portable sinks are allowed. Bathrooms may be in an adjacent room if there is a documented plan for supervision of the children at all times, including while toileting.
- **Facility Safety:** The micro-facility must have at least two means of exit, conduct monthly fire drills and have at least one operable smoke detector in each room of the program. All electrical outlets must be covered, and hazardous materials such as cleaning supplies, flammable liquids and medicines must be stored in locked cabinets.
- **State Fire Marshal** with the Department of Homeland Security; Child care micro-facilities are subject to all the rules of the Fire Prevention and Building Safety Commission under 675 IAC that apply to child care micro-facilities, including, without limitation, rules concerning change of occupancy.
- **Toileting:** The changing areas must include a washable and sanitizable surface for diaper changing; a covered container with tight fitting lids for wet or soiled diapers; and toilet chairs for toddlers.
Bathrooms for older children and staff may be in an adjacent room so long as the site has a documented plan for supervision of the children at all times, including while toileting.
- **Food:** Children are permitted to bring lunch and snacks from home. Micro-facilities must have a refrigerator and microwave. Sites that provide food must meet ISDH Food Safety standards.
- **Outdoor Play:** Micro-Facilities must have one of the following:
A fenced outdoor play area or a written transportation and supervision plan for use of a nearby playground
- **Equipment and Supplies:** Each child under 12 months of age must have an individual safe playpen or crib provided.

The quality and variety of learning equipment and materials provided daily shall permit children to interact without conflict due to a lack of equipment.

All play equipment and materials shall be constructed, installed, and used in a manner that is safe for children.

Administrative Requirements

Micro-Facilities must use Indiana-approved Child Care Management Software (CCMS) and agree to accept CCDF and On My Way PreK (OMWPK) vouchers.

Payment for CCDF and/or OMWPK vouchers will be based on the Pay by Enrollment system, and Micro-Facilities must submit enrollment and attendance data via an Indiana-approved Child Care Management Software (CCMS)