

Items Required by Regulation/Law	CENTER	MINISTRY	HOME CLASS I	HOME CLASS II	LLEP/ PES-Voluntary Program	VCP Voluntary program
DEFINITION	Non-residential building with at least 1 child in paid care for more than 4 hours but less than 24 hours in each of 10 consecutive days.	A child care program operated by a church or religious ministry that has federal tax exemption under IRS Section 501c3 [CCDF is Voluntary for RM]	A residential structure with licensed for no more than 12 children in full-time paid care for more than 4 hours but less than 24 hours in each of 10 consecutive days. [Total does not include provider's children/children of relatives under age of 7]	A residential structure with licensed for no more than 16 children in full-time paid care for more than 4 hours but less than 24 hours in each of 10 consecutive days, [Total does not include provider's children/children of relatives under age of 7]	Programs that meet an exemptions in law or regulation that define the types of center or homebased providers that are not required to obtain a state license to operate legally.	A ministry program that meets all the ministry rules, CCDF eligibility rules plus additional health and safety standards for the Voluntary Certification Program. * This allows them a pathway to PTQ

INSPECTIONS

1. Dept of Homeland Security, Fire and Building Safety	√	√				√
2. Required program inspection visits	Annual License is renewed every 2 years	Semiannually Certificate is renewed every 2 years.	Annual; License is renewed every 2 years	Annual; License is renewed every 2 years	Annual; Certificate is renewed every year	Annual; Certificate is renewed every 2 years.

RATIO

1. Required ratios for all age groups	Ratio chart: Infants 1:4 (8) Toddlers (up to 30 month) 1:5 (10) 30-36 mo. 1:7 (14) 3 yrs. 1:10 (20) 4 yrs. 1:12 (24) 5-SA 1:15 (30) * Mixed age grouping rules. Continuity care Variances		1:12 if no children < 3 yr. 1:10 if mixed-age. No more than 3 < 16 months 1:6 if all infant/toddler + at least 2 are 16 mths + walking 1:4 if all infant	No change from Class I home ratio.	LLEP center * Same as Centers LLEP- Home *Same as Homes	Ratio chart: Infants 1:4 (8) Toddlers (up to 30 month) 1:5 (10) 30-36 mo. 1:7 (14) 3 yrs. 1:10 (20) 4 yrs. 1:12 (24) 5-SA 1:15 (30)
2. Direct supervision of children	√		√	√	√	√
3. Supervised nap periods	√		√	√	√	√
4. Safe Sleep practices followed	√	√	√	√	√	√
5. Safe Sleep documentation for owner/applicant/ director		√	√	√	√	√
7. Maximum group sizes for all age groups	See Ratio		See Ratio	See Ratio	See Ratio	See Ratio
8. Capacity determined by OECOSL	√	Set by DHS	Max 12 children	Max 16 children	√	√

MIN. CAREGIVER REQUIREMENTS

1. Check of the fingerprints (Criminal history -FBI), State Child Protection Index (CPI), Sex Offender Registry (SOR)	√	√	√	√	√	√
2. Age of Applicant minimum 21 years of age	√		√	√		

3 Age of qualified caregiver between 14-17		√	√ "Student Assistant" with supervision	√ "Student Assistant" with supervision	√ With supervision	
4. Age of a volunteer over 16 years or Practicum student (CNTR) caregiver 16-17 yrs. + enrolled in ECE classes.	√	√	√	√	√	√
5. Caregiver 18 years +	√		√	√		
6. Lead caregiver must be qualified	√					
7. 12 annual training hrs. req'd caregivers	√		√	√	√	√
8. Owner/ Director must meet educational requirements: CDA within 3 years			√	√		√
9. Director qualification of AA degree or higher	√					

STAFF PRE-SERVICE REQUIREMENTS

1 Program Orientation I & II (Applicant/Owner/Director)	√	√	√	√		√
2. Safe Sleep Training	√	√	√	√	√	√
3. Pediatric and Basic First Aid	√	√	√	√	√	√
4. Pediatric and Basic CPR	√	√	√	√	√	√
5. Drug Test	√		√	√	√	√
6. T.B. Test	√		√	√	√	√
7. Universal Precautions	√		√	√	√	√
8. Physical	√		√	√		√
9. Staff new hire orientation training	√		√	√	√	√
10. Health & Safety Trainings (4 modules)	√		√	√	√	√
11. Fire safety training			√	√		

ANNUAL TRAINING REQUIRED

1. Pediatric and Basic CPR - annually (law)	√	√	√	√	√	√
2. 12 hours of approved trainings	√		√	√	√	√
3. Child Abuse and Neglect Training -annually	√					

FACILITY

1. Building approval by DHS	√	√				√
2. Type of building	Commercial		Residential only	Residential only	Commercial/ Residential	
3. DHS inspection req for addition construction / rooms/areas	√	√				
4. Fire exits required	√	√	√	√	√	√
5. Meets ISDH food service sanitation standards approved kitchen	√	√				√
6. Equipment in safe condition	√	√	√	√	√	√
7. Medicines/chemicals/poisons inaccessible (locked in center)	√	√	√	√	√	√
8. Fire arms/ ammunition in locked storage and inaccessible	√		√	√	√	√
9. Telephone required	√		√	√	√	√

10. Emergency telephone numbers posted	√		√	√	√	√
11. Program is appropriate to the age and needs of each child, including active and quiet play, indoor / outdoor play, and rest / sleep	√		√	√	√	√
12. Has Bathroom and Handwashing requirements	√ Based on ages and capacity	√ Min 1 toilet & 1 sink	√ Per floor	√ Per floor	√ Min 1 toilet & 1 sink	√ Based on ages and capacity
13. Hot and cold running water required	√	√	√	√	√	√
14. Minimum air conditioning standards	√					
15. Fenced outdoor play area required: If playground in ministry must be well drained and safe.	√ CPSC Public Playground Standards		√	√		√
16. Transportation equipment meets safety requirements	√		√	√	√	√
17. Transportation checked age, license of driver and vehicle, and insurance on vehicle	√		√	√	√	√
18. Approved written food program	√					
19. Nutritionally balanced meals/snacks	√		√	√	√	√
20. Drinking water freely available	√	√	√	√	√	√
21. Water quality /safe water source testing if on well water	√	√	√	√	√	√
22. Written policy for prohibiting use of tobacco, use of alcohol, and the use of an illegal substance while at the child care facility	√		√	√	√	√

CHILDREN

1. Complete and signed enrollment form for the child	√		√	√	√	√
2. Physical all kids within 30 days enrollment	√		√	√		√
3. Immunization record for children	√	√	√	√	√	√
4. Medication monitoring	√		√	√	√	√
5. Planned age appropriate activities	√		√	√	√	√
6. Discipline policy	√		√	√	√	√
7. Parental visits allowed at any time	√	√	√	√	√	√

INFANT / TODDLER

1. Bottles must be prepped in approved area 2 comp sink/separate handwash *must be in original container	√	√				√
2. Can use powdered formula without Dr. Note		√	√	√	√	√
3. CPSC approved cribs	√	√	√	√	√	√
4. CPSC approved Pack N Play allowed			√	√		
5. Diapering procedures required	√	√	√	√	√	√
6. Feeding Plans required	√					√