

# DHS CHILD CARE SERVICES

OVERVIEW OF THE LICENSING PROCESS

SENATE INTERIM STUDY 15-50

NOVEMBER 3, 2015



Child Care  
Services

# OUR PURPOSE

- ❑ The mission of Child Care Services is to ensure that children and their families have access to licensed, affordable, quality child care.
- ❑ More than 3,800 licensed child care programs



# PROCESS OVERVIEW

- Licensing staff assist potential child care provider
- Licensing staff conducts an on-site visit to evaluate the program's ability to comply with minimum licensing requirements.
- Includes background checks
- Programs must demonstrate compliance with minimum licensing requirements



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# PROCESS OVERVIEW

- A license is in effect unless revoked or voluntary closure
- A minimum of three unannounced visits are conducted annually
- Programs include family child care homes, large family child care homes, part-day programs, school-age programs, day camps, drop-in programs, and child care centers



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# PROCESS OVERVIEW

- ❑ Entire program including the outdoor play area and vehicles used for transportation is observed
- ❑ If non-compliance with licensing requirements is observed, it is documented and a plan of correction is obtained



# PROCESS OVERVIEW

- When a program has numerous, repeated, or serious non-compliances documented or the health and safety of children are at risk, child care services may deny an application or revoke a program's license.



# INVESTIGATION PROCESS

- ❑ Complaints may be received in writing, in person, over the phone or by email
- ❑ A full investigation of a complaint alleging a violation against the Licensing Act or any licensing requirement is conducted
- ❑ The identity of the complainant remains confidential unless legal action or law enforcement involvement is required



# INVESTIGATION PROCESS

- ❑ The investigation of a complaint may include:
  - ✓ An unannounced visit to the program
  - ✓ A review of available records
  - ✓ Observations at the program
  - ✓ Interviews with staff, parents and children who may have relevant information



# INVESTIGATION PROCESS

- Complaints concerning abuse/neglect are referred to child welfare
- Licensing staff accompany child welfare on complaint investigations, when possible
- Child care provider receives complaint findings cover letter, summary, and child welfare investigation summary notification



# INVESTIGATION PROCESS

- ❑ Child Care Locator (public database) includes allegations and substantiated findings when the investigation is complete
- ❑ Allegations and findings of the investigation are not released to the public until the investigation is complete



# OPEN RECORDS PROCESS

- All records of licensed programs are considered public records and are open to the public for inspection.
- Information obtained concerning a report of violation of licensing requirements is confidential with the exception of summary allegations and findings.
- Child care program records are located and inspected at the DHS office where licensing staff office.



# OPEN RECORDS PROCESS

- A compliance file located at the child care program is accessible to staff, parents, and others.
- A program's public record may also be viewed on the Child Care Locator which is accessible through the DHS website.



# SAFE SLEEPING PRACTICES IN CHILD CARE

*The Child Care and Development Block Grant Act  
of 2014*

Requires Health and Safety Requirements include prevention of sudden infant death syndrome and use of safe sleeping practices



# SAFE SLEEPING PRACTICES IN CHILD CARE

*Caring for Our Children: National Health and Safety Performance Standards; Guidelines for Out-of-home Child Care, 3rd Edition (2011)*

All staff, parents/guardians, volunteers and others who care for infants in the child care setting should follow these required safe sleep practices as recommended by the American Academy of Pediatrics



# SAFE SLEEPING PRACTICES IN CHILD CARE

Caring for our Children	Home Requirements	Center Requirements (current)	Center Requirements (1/1/16)
Place infants on back	Yes	Yes	Yes
Safety approved crib with firm mattress covered by fitted sheet and no items in crib	Yes	Yes	Yes



# SAFE SLEEPING PRACTICES IN CHILD CARE

Caring for our Children	Home Requirements	Center Requirements (current)	Center Requirements (1/1/16)
<p>Infants should not sleep or nap in car seat, bean bag chair, bouncy seat, infant seat, swing, jumping chair, play pen, play yard, highchair, or futon</p>	<p>Yes, but do allow play pen and play yard</p>	<p>Yes, but do allow play pen and play yard</p>	<p>Yes</p>



# SAFE SLEEPING PRACTICES IN CHILD CARE

Caring for our Children	Home Requirements	Center Requirements (current)	Center Requirements (1/1/16)
Remove infant from unapproved sleeping space if they arrive or fall asleep	Yes, not in requirements, but consultation provided	Yes, not in requirements, but consultation provided	Yes
No soft or loose bedding including bumper pads, pillows, quilts, comforters, sleep positioning devices, sheepskins, blankets, etc.	Yes, thin receiving blanket approved	Yes, thin receiving blanket approved	Yes



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# SAFE SLEEPING PRACTICES IN CHILD CARE

Caring for our Children	Home Requirements	Center Requirements (current)	Center Requirements (1/1/16)
Use one-piece sleepers instead of swaddling	No	No	May swaddle up to 3 months with parent permission
No toys in sleeping environment	No stuffed toys	No stuffed toys	Yes



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# IN CONCLUSION

Child Care Services is committed to:

- ensuring licensed providers maintain minimum licensing requirements for the protection of children in care outside of their homes
- encouraging child care providers to strive for maximum standards
- working for the development of sufficient and adequate services for child care

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