

VIRGINIA PARTNERSHIP FOR OUT-OF-SCHOOL TIME (VPOST)

A Guide to the Virginia Childcare Licensure Process for School-Aged Afterschool Programs



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Using this Guide



ABOUT VPOST

WE ARE THE ONLY STATEWIDE ORGANIZATION DEDICATED TO EXPANDING ACCESS TO HIGH-QUALITY OUT-OF-SCHOOL-TIME PROGRAMS IN VIRGINIA.

VPOST serves as the leader in the out-of-school-time field. We have created, and continue to strengthen, a coordinated statewide network of program providers that work together to meet the needs of Virginia families. Learn more about us at www.v-post.org.

USING THIS GUIDE

This guide aims to simplify and provide complementing resources to the Standards for Virginia Child Day Programs to give an overview of enrolling and participating in the program. It is not a replacement for reading the Licensing Standards and has not been endorsed by the Virginia Department of Education. We have curated the information most applicable to school-aged, out-of-school time programs.

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Exemption from Licensure

VDOE defines "Child day center" and "Child day programs" differently and that partially determines whether your program needs to be licensed or file for an exemption from licensure. While determining the most applicable and appropriate status, programs should first understand whether or not they may qualify for exemption from licensure.

"Child day center" means a child day program offered to (i) two or more children younger than 13 years of age in a facility that is not the residence of the provider or of any of the children in care or (ii) 13 or more children at any location.

"Child day program" means a regularly operating service arrangement for children where, during the absence of a parent or guardian, a person or organization has agreed to assume responsibility for the supervision, protection, and well-being of a child younger than 13 years of age for less than a 24-hour period.

Note: This does not include programs such as drop-in playgrounds or clubs for children when there is no service arrangement with the child's parent program.

[Read the full exemptions from the Virginia Department of Education here](#)

Exemption from Licensure

A. Programs that are NOT considered child day programs such as:

- Single-focus instructional programs for children 6 years of age and older
- Programs of instructional or recreational activities wherein no child under age six attends for more than six hours weekly.
- Single interest Instructional programs offered by private or public schools that serve preschool-age children.
- Early intervention programs serving children 6 hours a week or less.
- Practice or competition in organized competitive sports leagues.
- Programs of religious instruction and nurseries offered by religious institutions provided during services.
- Summer instructional or athletic programs offered by an accredited private elementary, middle, or high school program.

[Read the full exemptions from the Virginia Department of Education here](#)

Exemption from Licensure

B. Child day care programs that are NOT required to be licensed:

- A child day center that has obtained an exemption pursuant to § 22.1-289.031.
- Come and Go Programs where the school-age child's guardian has signed permission for the child to come and go freely from the premises.
- A program that operates no more than a total of 20 days in the course of a calendar year, provided that programs serving children under age six operate no more than two consecutive weeks without a break of at least a week.
- Child-minding services offered on-site that are not available for more than three hours per day for any individual child.
- A certified private preschool or nursery school program operated by an accredited private school.
- Local government recreational activities staffed by local government employees, and attended only by school-age children.

Exemption from Licensure

B. CONTINUED

- Local school division programs, operated for no more than four hours per day, staffed by local school division employees, and attended by children who are at least three years of age and are enrolled in public school or a preschool program within such school division.
- Child-minding services offered by a business on the premises of the business to no more than four children under the age of 13 at any given time and for no more than eight hours per day.
- A program offered by an accredited private school in good standing with the Virginia Council for Private Education, operated for no more than four hours per day, for children at least 5 years old who are enrolled in the private school.

Preparing for Licensure



Complete Pre-Application for Child Day Centers Training: In this class, licensing inspectors will focus on the Standards for Licensed Child Day Centers and answer any of your initial questions.

Schedule Pre-Licensure Orientation with your local Licensing Office.



Print/ download AND review your own copy of the Standards for Licensed Child Day Centers for reference. Standards for Licensed Child Day Centers DOC



Background Checks: Obtain criminal background checks for all employees. For initial licensure, background checks may not be older than 90 days from your application date for licensure.

- Find and Fieldprint office near you
- How to register for an appointment



Create and submit a functional design plan to the licensing office in your region as soon as the location is identified.



Employee Files: Create or refresh employee files to ensure they contain the items outlined on the next page (pg. 7)



Participant Files: Create or refresh participant files to ensure they contain the items outlined on page 8.

Employee File

- Sworn Disclosure (updated every 5 years)
- Background Check (updated every 5 years)
- Central Registry Background Check (updated every 5 years)
- Date Sent -----
- Date Received -----
- Employment Agreement
- Confidentiality Form
- Behavioral Guidance Policy Agreement
- Employee Health Record
- Tuberculosis Screening Form [TB Screening DOC](#)
- Child Abuse Training Certificate (annually updated)
- [Child Abuse and Neglect Training](#)
- Employee Emergency Card (annually updated)
- Out of State background checks for employees who have moved from another state in the last 5 years

Employee File

- A signed application for employment
- Document indicating date of hire
- Minimum 2 references
- Copy of the Job Description
- Signed receipt of Personnel Handbook and Orientation
- Training Record (1. Name of staff 2. Training topics; 3. Training delivery method; 4. The entity or individual providing training; and 5. The date of the training.)
- *See VDOE Model Form "Staff Orientation Documentation
- Licenses/ Certificates/ Credentials/ Transcripts **as applicable
- CPR/ First Aid Certification [Find a CPR/ First Aid Class Near You](#)
- Record of Continuing Education (annually updated)

Participant File

- [Registration Form](#)
- [Medication Authorization](#)
- [School Entrance Health Form DOC](#)
- Immunization Record
- Emergency Card
- Parent Agreement
- Proof of Identity
- [Allergies Form](#)
- Subsidy Agreements (if applicable)

Exemptions for Files

The Standards for Child Day Licensure states "The requirements in subdivision A 17 does not apply, and the center is not required to maintain duplicates of the school's health record if:

1. The center is located on the same premises where a child attends school;
2. The child's record has a statement verifying the school's possession of the health record; and
3. The school's records are accessible during the center's hours of operation

Applying for Licensure

☐ Complete the Application for Initial Licensure

What Documentation Is Needed for Initial Licensure?

1. Fee for Application (Ranges \$14-\$200)
2. Annual operating budget
3. A copy of a "Certificate of Use and Occupancy"
4. A copy of the fire inspection
5. A copy of the sanitation inspection conducted by the Department of Health within the last 12 months
6. Floor plans (blueprint or drawing)
7. A site plan or sketch:
8. Asbestos Statement from Asbestos Inspector (if applicable)
9. If asbestos was detected by the asbestos inspector, Asbestos Statement (from Applicant), if applicable (See VDOE website)
10. Written confirmation of program director qualifications
11. Written documentation of the center's "chain of command" or an organizational chart
12. A copy of all forms to be used by the child day center, if different from the model forms provided by the Department of Education.
13. Staff Information Sheet (Provided in application): Asks for Information on Criminal Background Checks, Trainings, and TB Tests
14. Sample current daily activity schedule for each age group
15. A list of indoor and outdoor play equipment available to children
16. Sample of current monthly menu
17. A copy of all policies and procedures
18. A copy of any brochures
19. Evidence of required insurance coverage



Understanding The Licensure Regulations

In this section, we have simplified regulations to view them through the lens of a school-aged program. This is not a replacement for reading the Standards but is intended to be a tool for understanding them.

At the end of this section, there are helpful links you can quickly reference as needed. Please note, some of the resources provided throughout this guide and in the *helpful links* section may contain materials not officially supplied by the Virginia Department of Education (VDOE). Therefore if providers choose to use materials available throughout this guide not supplied by VDOE, they are still responsible for ensuring the information fully meets the standards.

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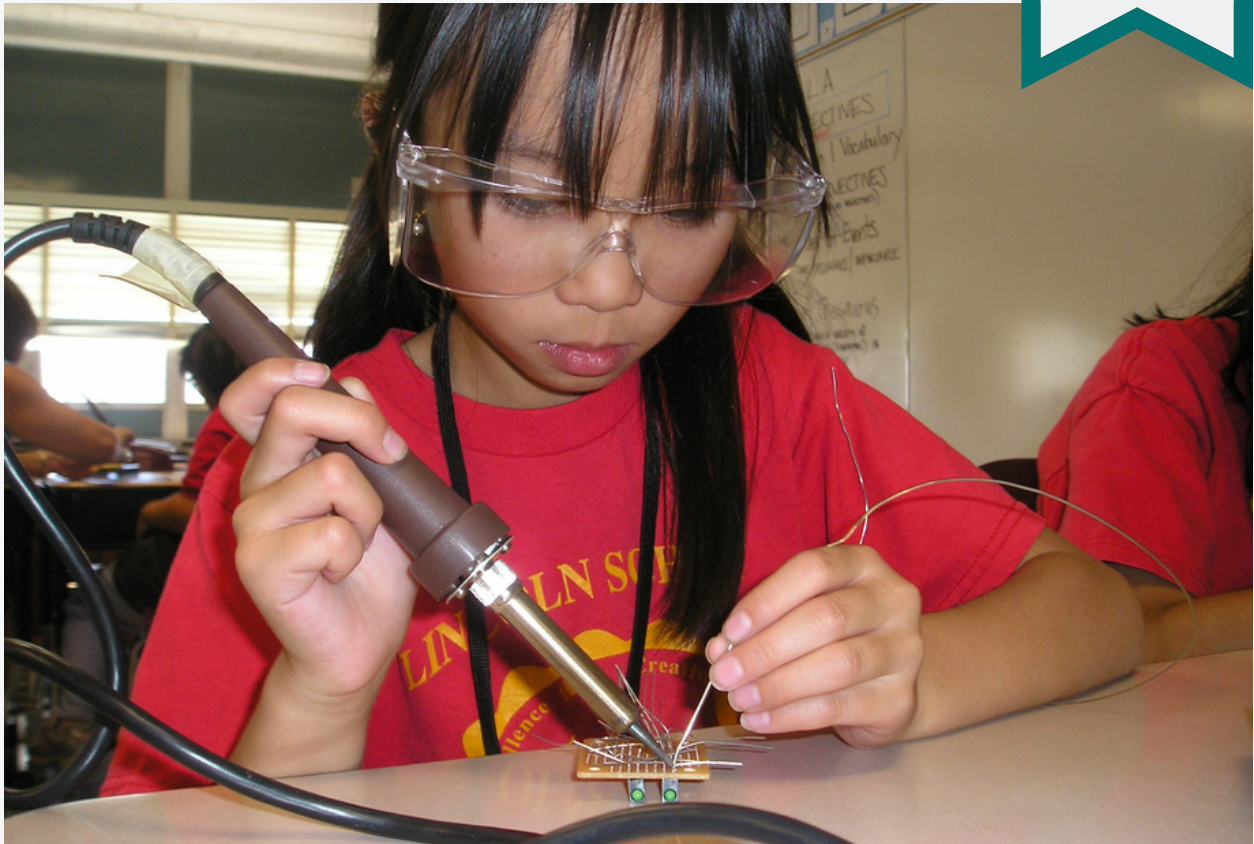
Nutrition and food, transportation, field trips, animals and pets, evening and overnight care.

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Helpful Links

Introduction

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This section of the licensing regulations includes definitions of terms such as “school age”, “camp”, “child day center”, “child day program”, etc. Please refer directly to the regulations if you have questions about any particular words and their definitions.

Many of the required forms are available as templates from the VDOE Child Care Providers page/resources.

Administration

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1. **Background Checks** must be completed by all those who are working or volunteering with children.
2. **Inspections** - Programs and facilities may be inspected at reasonable times, and employees or volunteers may be interviewed. However, no child may be privately interviewed without prior notice given to the parent.
3. **License** - The license is to be posted in a space visible to the public.
4. **Compliance** - The director must ensure the program and facilities are maintained in compliance with all the standards listed in the licensing regulations as well as the program's own policies and procedures put in place to maintain the licensing regulations and standards.

Administration

5. **Advertising** - of the program must not be misleading or deceptive.
6. **Child identity and Age** - The program must meet proof of these requirements.
7. **Public Liability Insurance** - The program must maintain and provide evidence of liability insurance for bodily injury for each program site with a minimum limit of at least \$500,000 occurrence and with a minimum limit of \$500,000 aggregate.
8. **Injury Prevention** - The program must develop written procedures for injury prevention and update these annually based on a review of documented injuries, activities, and services.
9. **Allergies** - The program must maintain a dated allergy/sensitivity/dietary restriction plan that is accessible and confidential in each room or area where children are present. Information on Children's allergies, sensitivities, and dietary restrictions must also be provided to all staff who work with children.
10. **Playground Safety Procedures** - A written playground safety plan must be developed and include active supervision, positioning of staff in strategic locations, scanning play, circulating among children, and a method of maintaining a resilient surface.

Administration

11. Record Keeping - All staff and child records and reports must be kept in a central location and confidential. Parents, however, do have the right to see their child's records unless a court order has been issued removing that right. All records must be kept for 2 years after termination of services or separation from employment. After 2 years, all identification records must be destroyed.

12. Children's Records - The program is to maintain a separate record for each child enrolled **UNLESS** the program is located on the same premises where the child attends school, the child's record includes a statement verifying the school has possession of the health records; and the school's records are accessible during the center's hours of operation. Typical items required in the record include name, gender, birth date, phone numbers, addresses of parents who have custody, those allowed to pick up the child, and emergency numbers of parents can not be reached.

For a list of all required items, see pp 11-13 of the regulations.

13. Staff Records - All staff (paid and volunteer) records must include name, address, phone number, age, job title, date of employment or volunteering, emergency contact, background checks, orientation training, education, experience, first aid/CPR, and other certifications as required.

For a complete list of required items, see pg 13-14 of the regulations.

Administration

14. Attendance Reports - Must be maintained daily for each group of children in writing and include arrival and departure time as it occurs.

- **Special Circumstances** - The program must report to the superintendent's representative as soon as practical and not exceeding 1 business day. The following are special circumstances: the death of a child, a missing child when authorities have been notified for help, or the suspension or termination of services for more than 24 hours as a result of an emergency and plans to resume services.
- **Injuries Requiring Outside Medical Attention** - must be reported to the VDOE's representative as soon as practical (not to exceed 2 business days).
- **Child Abuse** - Any suspected child abuse must be reported according to 63.2-1509 of the Code of Virginia

15. Parental Agreements - A signed written agreement between the parent and the program must be in each child's record by the first day of attendance. The agreement must include: authorization for emergency medical care including any religious exemptions, arrangements for parental notification and pick up of a sick child, and notification required by the parent to the program if the child or member of the immediate household has developed any communicable disease (must be notified within 24 hours or the next business day, or immediately if life-threatening).

Administration

16. Therapeutic Child Day Programs - Enrollment, treatment plans, and assessment requirements are located on pp 15-16 of the regulations.

17. Immunizations for Children - A current record of immunizations are required of all children in attendance and must be

documented in the child's records, and be updated between the child's 4th and 6th birthday. If the child has received at least 1 dose of each required vaccine, conditional enrollment for a period of 90 days(180 for 2 additional doses of hepatitis B) is allowed as long as a plan is in place for additional doses of vaccines. If a child is homeless, a 90-day grace period is extended to obtain documentation of required immunizations. Immunizations are NOT required if the parent or child provides documentation of religious exemption, OR a physician or local health department provides evidence on an approved Department of Health form that one or more of the required vaccines may be detrimental to the child's health. A description of the specific medical condition and probable duration must be included on the form.

Administration

18. Physical Examinations for Children - Each child shall have a physical examination under the direction of a physician before attendance, or within 30 days after the first day. If a child is homeless, the child may attend up to 90 days to allow the parent time to obtain the required physical exam.

EXCEPTIONS: A new physical exam is not required if:

- a child transfers from a licensed VDOE program and a copy of the original exam is kept in the child's record.
- Parents have signed a statement noting the parent objects on religious grounds
- A child is of school age and a copy of the physical examination for entry in Virginia public school is kept in the child's record.

19. TB Screening for Staff and Independent Contractors - Each staff member and individual from an independent contractor shall submit documentation of a negative tuberculosis screening within the last 30 calendar days of the date of employment and prior to working with children. Additional DETAILED information on immunizations, physical exams, and TB screening (including acceptable forms of screening) is located on pp 16-20 of the regulations.

Administration

20. Physical and Mental Health of Staff and Volunteers - If there is evidence that the safety of the children is at jeopardy because of the physical or mental health of a staff member or volunteer, the director should at a minimum, prohibit the employee or volunteer from direct contact with the children until the staff member or volunteer has received medical help and deemed healthy to return to work.



Staff Qualifications & Training

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1. **Qualifications** -Staff shall be of good character, reputation; capable of carrying out assigned responsibilities; capable of accepting training and supervision; capable of accepting training and supervision; capable of communicating effectively both orally and in writing; capable of communicating with emergency personnel.
2. **Staff who drive a vehicle transporting children** must report any moving violations within the previous 5 years, prior to or during employment, or assignment as a driver.
3. **Staff working with children who have special needs** should be knowledgeable of the groups being served and skills specific to their functional abilities, accommodations, assessment techniques, behavior management, and medical and health concerns.

Staff Qualifications & Training

4. Program Directors - must be 21 years of age and meet one of the following:

- A graduate degree in a child-related field such as elementary education, nursing, or recreation from a college or university and six months of programmatic experience
- An endorsement or bachelor's degree in any of the above-mentioned areas and one year of programmatic experience
- Forty-eight semester hours or 72 quarter hours of college/university credit in which 12 semester hours or 18 quarter hours are in child-related subjects and one year of programmatic experience
- Two years of programmatic experience with one year in a staff supervisory capacity and either:
 - i. A one-year early childhood certificate from a college or university that consists of at least 30 semester hours or
 - ii. A child development credential that includes additional requirements as described on p. 22 of the regulations or
 - iii. A Montessori certification of qualification (internationally or nationally recognized)

Staff Qualifications & Training

5. **Program Leaders** - Must be 18 years, completed a high school program or the equivalent and one of the following:
1. Have one of the program director qualifications above
 2. Have an endorsement or bachelor's degree in a child-related field such as, but not limited to, elementary education, nursing, or recreation, from a college or university
 3. Have three months of programmatic experience and at least one of the following education backgrounds: a. A one year early childhood certificate from a college or university that consists of at least 30 semester hours; b. A child development credential by an organization listed in § 63.2-1738 of the Code of Virginia; c. A teaching diploma from an internationally or nationally recognized Montessori organization; or
 4. Have six months of supervised programmatic experience. a. Within six months before being promoted or beginning work or one month after being promoted or beginning work, a minimum of 12 hours of training shall be received related to the care of children, including but not limited to (1) Child development; (2) Playground safety; (3) Health and safety issues; and (4) Preventing and reporting child abuse and neglect. b. Such training may take place on-site while not supervising children. Such training hours shall increase according to the following: (1) Program leaders hired or promoted after June 1, 2001 - 16 hours (2) Program leaders hired or promoted after June 1, 2007 - 20 hours (3) Program leaders hired or promoted after June 1, 2008 - 24

Staff Qualifications & Training

6. Aides - Must be at least 16 years of age

7. Independent Contractors and Volunteers - Shall not be counted in the staff-to-children ratios and must be within sight and sound supervision of a staff members unless they meet the

qualifications for the applicable position. Volunteers who work with children shall be at least 13 years of age.

8. Training - The VDOE-sponsored orientation course shall be completed within 90 calendar days of employment. This 10-hour course is free and can be found [here](#).

The course is not to be counted in the 16 annual required training hours.

9. First Aid and CPR - Within 30 days of the first day of employment, staff must complete orientation training in first aid and CPR.

10. Staff Orientation - Individual programs must also provide an orientation specific to their program to all employees within 7 days of being hired and prior to working alone with children. Details of what must be included in this orientation are found on pp 26-28 of the regulations.

11. Volunteers who work more than six hours per week shall receive training on the program's emergency procedures within the first week of volunteering.

Staff Qualifications & Training

12. Annual Training - Staff shall complete 16 hours of annual training appropriate to the age of the children being served. Details of topics to include are on pp 30-31 of the regulations. Staff whose primary role is not direct service to children are only required to complete the annual training on emergency preparedness and response, child abuse and neglect and mandated reporter requirements.

Staff who work with a group of children and are employed at a short-term program, are only required to obtain a minimum of 10 hours of training per year.

***Daily Health Observation Training and Medication administration training may count toward the annual training hours required.**

13. Emergency Preparedness Plan Training - must be completed annually and each time the plan is updated.

14. Medication Administration

- Only medically trained staff or independent contractors or those who are licensed by the Commonwealth of Virginia to administer prescribed or over-the-counter medication may do so.
- Staff required to do so must be retrained at three-year intervals.
- The approved medical curriculum training materials must be reviewed at least every three years and revised as necessary.

Staff Qualifications & Training

15. Daily Health Observation Training - at least one staff member with Daily Health Observation training in the past three years must be on duty.

Details of the required Daily Health Observation training are found on p. 32 of the regulations.

16. All training and orientations shall be documented in the staff member's record.



Physical Plant

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34-42



EXCEPTION: General Building Requirements for School-Age Children

Any building currently approved for school occupancy is considered to have met the building requirements in this section when only serving school-age children

Approval Required PRIOR to Initial Licensure

1. Building and Fire codes must be met or the program must be located in a public or private school that already meets these requirements.
2. A Local Health Department approved water supply, sewage disposal system, and food service if applicable.

Physical Plant

3. Asbestos

- If the building was built before 1978 an asbestos inspection and abatement and management plan must be available for review and posted.
- EXCEPTION - If the program or program is housed in a building requiring asbestos inspection according to the Code of Virginia
- Camps must notify the fire department and emergency medical service of the camp location and hours of operation before the first license is issued.

Approval Required AFTER Initial Licensure

1. **Fire Inspection** - Annual fire inspection is required or the program must be located in a public or private school that maintains annual fire inspection.
2. **Health Department** - Annual approval, or a plan of correction in place for water supply, sewage disposal system, and food service, if applicable.
3. **Asbestos** - If detected and not removed, a written and signed statement should note the program is following a management plan including the location of the asbestos, and that the inspection and management plan are posted and available for review.

Physical Plant

Building Maintenance - The following includes the most relevant items.

For a full and complete list of Building Maintenance and Hazardous Substance regulations, refer to pp 36-42 of the licensing regulations

1. **Areas and equipment** must be safe, maintained, clean, and operable inside and out. Unsafe conditions include:
 - Splintered or cracked wood
 - Chipped or peeling paint
 - Cracks, bending, warping, rusting, or breakage of any equipment
 - Head entrapment hazards
 - Protruding nails, bolts, or other parts that could entangle clothing or snag skin
2. **Heat** - A heating system approved by the Statewide Building Code is required *except* for camps. The system must:
 - Be installed to prevent children's access
 - Have barriers to prevent children from being burned, shocked, or injured
 - Be supervised to prevent injury
 - EXCEPTION -In emergencies, portable heaters may be used in accordance with the manufacturer's instructions.
3. **Building Temperature** - no lower than 68°F. Fans or cooling systems must be in place if the indoor temperature exceeds 80°F.
4. **Drinking Water** - Fountains or individual disposable cups with safe drinking, water must be accessible at all times.

Physical Plant

5. Lighting - Outside lighting at entrances and exits must be provided if used before sunrise or after sunset.
6. Telephone - A telephone must be provided.

Hazardous Substances

- Hazardous substances - should be stored in original containers if possible, away from food and food equipment, and locked. Keys (if used for locking) must not be accessible to children.
- Storage - Substitute containers if used, must be clearly labeled and not resemble food or beverage containers.
- Cosmetics, medications, etc. should be kept in areas not accessible by children, for example, purses or bags of staff.



Physical Plant

<u>Required Square Footage Per Child</u>	
Initial Licensure <u>AS WELL AS</u> New Additions	35 sqft of indoor wall-to-wall space
Current Licensees	25 sqft of indoor wall-to-wall space
Outdoor Play Areas	75 sqft of space
Ill or Injured Children must be provided a separate space	

EXCEPTION:

Camps for school-age children are not required to meet this space requirement. However, if weather prevents outdoor activities, the required indoor space must be provided at the program site or an approved off-site location.

Physical Plant

Restroom Areas

1. At least two flushable toilets and two nearby sinks with running warm water (not to exceed 120°F) must be provided.
2. Children's Restrooms must -
 - Be within a contained area in the building *unless a school-age camp*.
 - Be equipped with soap, toilet paper, disposable towels, or an air dryer within reach of the children.
 - Include one toilet and one sink per 30 school-age children. If sharing restrooms with other programs ALL children must be included in ratio calculations.
 - Not substitute urinals for more than one-half the required number of toilets.
 - Provide platforms or sets of steps if child-sized sinks, toilets, or urinals are not available.
 - Provide at least one enclosed toilet if more than two toilets are provided for school-age children.
3. Adult Restrooms -
 - An adult-sized toilet with privacy shall be provided for staff use.
 - Staff toilets may be counted in the number of required toilets for children only if children are allowed unrestricted access to them.

Physical Plant

4. Primitive Camps -

- Are not required to have sinks if adequate water, soap and hand washing equipment is provided.
- Are not required to have a toilet with privacy for staff.
- Are not required to have flushable toilets if portable toilets are provided according to health regulations and the ratios meet above requirements.
- No outdoor toilet or privy should be located within 75 feet of other buildings or camp activities.

Playgrounds

1. Must be located and designed to protect children from hazards.
2. Resilient surfacing must be used where playground equipment is provided.
3. A Fall Zone underneath equipment must be free of hazardous obstacles.
4. Ground Supports (support poles for example) must be covered with material that protects children from injury.
5. Swing seats must be flexible
6. Swings specifically for children with special needs are permitted in any area as long as a staff member is present to avoid other children from walking into the path of the swing.
7. Sandboxes with bottoms that prevent drainage must be covered when not in use.
8. Shady Areas must be provided in June, July, and August.

Additional playground safety guidelines are available from the National Program for Playground Safety.

Staffing and Supervision

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1. Supervision of Children

- The program is required to implement a written policy describing how each group of children receives consistent care by the staff.
- One adult, fully qualified as a program leader or director, should always be present and in charge of the administration of the program during operating hours.
- One additional staff member, volunteer, or other employees who is 16 years of age or older must also be on-site and on field trips, and be able to communicate directly with the program leader or director, and know how to contact the appropriate authorities in the event of an emergency.

Staffing and Supervision

- **Attendance**
 - Staff should greet each child upon arrival and oversee each child's departure.
 - No child should be allowed to leave unsupervised.
 - For each group of children, the program shall maintain a written record of daily attendance documenting the arrival and departure of each child.

Ratio Requirements	
Age	Ratio (staff:children)
School-age eligible up to 9 years	1:18
9 years through 12 years	1:20
<p>When children are in ongoing mixed age groups, the staff-to-children ratio and group size applicable to the youngest child in the group shall apply to the entire group with a maximum group size of 28.</p> <p>Group Size Exception - if all children are above school age eligible through 12 years of age, the group size limit does not apply.</p>	

Staffing and Supervision

ADDITIONAL GROUP SUPERVISION NOTES:

For each group of children, a program director or leader must be present and supervising no more than 2 aides.

EXCEPTION only during the first and last hours of program operation if the program operates more than 6 hours a day.

GROUP SIZE LIMITATIONS

Group ratios do not apply during:

- Rest periods
- Outdoor Activity
- Transportation and field trips
- Meals and snacks
- Special group activities

- Children under 10 years of age - must be within actual sight and sound supervision of staff *except* when using the restroom when staff only need to be able to hear the children. Staff need to check on children who haven't returned in 5 minutes, and may need to visually supervise the bathrooms depending on the layout of the restroom area.
- Children over 10 years of age - must be within actual sight AND sound supervision of staff *except* when:
 - Staff can see OR hear the children (technology does not substitute for staff being able to hear or see the children)

Staffing and Supervision

- Staff are close by to assist as needed and a system is in place to know where the children are and what they are doing at all times
- Staff provides sight AND sound supervision at intervals not to exceed 15 minutes.
- A system is in place to prevent individuals (other than staff or those allowed to pick up children) from entering areas where children are not under direct sight supervision.
- **Outside Activities** - require two staff members if the area is not adjacent to the program.

Additional Staff-to-Children Ratio and Group Size

Requirements including balanced-mixed-age groups, evening and overnight care, children under 4, and therapeutic and special needs programs are described on pp 47-49 of the licensing regulations

Programs

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pages
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Daily Activities for all age groups should be age and stage appropriate, provide opportunities for teacher-directed, self-directed, and self-chosen tasks; provide a balance of active and quiet times, individual and group activities, curiosity, and exploration.

EXCEPTION:

Specialty camps do not need to provide opportunities for self-chosen tasks, curiosity and exploration

Programs

	PROGRAM LENGTH		
ACTIVITY	Up to 3 hours/day	3-5 hours/day	More than 5 hours/day
Outdoor Time	15 min	30 min	1 hour
Sleep/Rest - cots, cribs, beds, or mats are required			1 hour minimum - no longer than 2 hours. Check individual children every 30 min

School Age Children

1. Before or after school children should have opportunities to complete homework or projects/hobbies in a suitable area. In the afternoon, children should have opportunities for large motor activities at least 25% of the time.
2. On non-school days, children should have opportunities for large motor activity 25% of the time; small motor activities, projects, hobbies, or homework in a suitable place; art or music activities; outdoor activity and food/snacks.

EXCEPTIONS: Specialty camps are not required to meet the daily activity requirements in this section.

Programs

BEHAVIORAL GUIDANCE

Behavioral guidance shall be constructive in nature, age and stage appropriate, and shall be intended to redirect children to appropriate behavior and resolve conflicts.

Time Out (If used a behavior guidance technique):

- Should be used sparingly and not exceed one minute for each year of the child's age;
- should be appropriate to the child's developmental level and individual needs;
- The child should be in a safe, lighted, well-ventilated place, and within actual sight and sound of a staff member;
- The child shall not be left alone inside or outside the program.

FORBIDDEN ACTIONS

1. Physical punishment of any kind (striking, rough handling or shaking, restricting movement by binding or tying, forcing a child to assume an uncomfortable position, or exercise as punishment;
2. Enclosure in a small confined space that the child cannot freely exit himself. This does not apply to cribs, play yards, high chairs, and safety gates when used with preschool-age or younger children for their intended purpose;
3. Punishment by another child;
4. Separation from the group so that the child is out of sight and sound of a staff member;
5. Withholding or forcing food or rest;
6. Verbal remarks which are demeaning to the child;
7. Punishment for toileting accidents;
8. Punishment by applying unpleasant or harmful substances

Programs

PARENTAL INVOLVEMENT

Before the child's first day of attending, parents must be provided in writing with the program's philosophy and any religious affiliation, transportation policy, drop off/pick up, emergency communication, operating hours, etc.

Additional required information is included on p 55-57 of the licensing regulations and Child Care Aware provides an example of what to include in a parent handbook



Programs

EQUIPMENT AND MATERIALS

The most relevant sections for programs serving school-age children are included here. For all equipment and material requirements including infants through preschool age, see pages 58-62 of the licensing regulations. There are additional requirements for resting materials, linens, playground/large motor, indoor and outdoor structures, pools, and water activities that are not listed here.

- Each child should have a separate space for their personal belongings.
- Disposable products should be used once and discarded
- Personal items (if used) should be individually assigned (combs, toothbrushes)
- Portable water coolers if used should be cleanable, cleaned, kept securely closed, and designed so that water can only be obtained through a tap or faucet.
- Drinking water transported to a campsite must be in closed containers.
- Programs serving children with wheelchairs must provide a cushioned vinyl-covered mat when activities require the child to be out of their wheelchair.

Special Care Provisions and Emergencies

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Preventing the Spread of Disease:

1. Children should not be allowed to attend if they have a temperature over 101°F, recurring vomiting or diarrhea, or a communicable disease.
2. If a child becomes sick with any of the above symptoms, arrangements for pick up should be made as soon as possible and the child should stay in a quiet area until picked up.
3. If a child is exposed to communicable diseases listed in the Department of Health's current communicable disease chart
4. If a child is exposed to a communicable disease, parents shall be notified within 24 hours or the next business day after the program is informed, except when forbidden by law.

Special Care Provisions and Emergencies

5. Life threatening diseases must be reported to parents immediately
6. Any surface contaminated with bodily fluids must be cleaned and sanitized.
7. Contact the local department of health if there are questions regarding communicability of diseases.

Hand Washing:

1. Children should wash their hands with soap and running water or disposable wipes before and after eating, after going to the bathroom, after any contact with blood, feces, or urine.
2. Staff should wash their hands with soap and running water before and after helping a child use the bathroom, after staff use the toilet, after contact with bodily fluids, before helping with meals, beverages or snacks.
3. If running water is not available, a germicidal cleaning agent may be used.

For a variety of resources including printable posters on keeping hands clean and preventing illnesses click [here](#).

Medication:

1. The program must have a written medication policy and may have a policy that limits medicine administration to:
 - a. Prescribed medications;
 - b. Over-the-counter or nonprescription medications; or
 - c. No medications except those required for emergencies or by law.

Special Care Provisions and Emergencies

2. The program's written policy for administering medication must:

- Include general administration restrictions of the program
- Include duration to be given and parent authorization provided it will expire or be renewed after 10 working days. Long-term prescription drug use and over-the-counter medication may be allowed with written authorization from the child's physician and parent.
- Describe methods to prevent use of outdated medication

3. Medication must be labeled with the child's name, dosage amount, and time or times to be given.

4. Nonprescription medication must be in the original container with the direction label attached.

5. Medication must be kept refrigerated (if needed) and away from food.

6. All medication must be kept in a locked place (even if in the refrigerator) so that children can not access it.

7. The program must keep a written record of all medication given to children that includes:

- Child's name given medication
- Amount and type of medication administered
- Day and time administered
- Staff member administering the medication
- Any adverse reactions; and
- Any medication error

Special Care Provisions and Emergencies

8. Staff must inform parents immediately of any adverse reactions to medication administered and any medication error.
9. When authorization for medication expires, the parent must be notified to pick up the medicine within 14 days or the parent must renew the authorization. Medications not picked up within 14 days, must be disposed of by dissolving down the sink or flushing down the toilet.

Over-the-counter skin products:

1. All nonprescription drugs and over-the-counter skin products should be used according to manufacturer's recommendations and discarded if past the expiration date.
2. Sunscreen use:
 - Requires parental permission.
 - Must be labeled with the child's name, in the original container, and out of reach of children under 5, or in a therapeutic or special needs child day program.
 - Program-kept sunscreen must be 15 SPF minimum and hypo-allergenic.
 - Staff do not need to have medication administration training to apply sunscreen unless it is prescription sunscreen.
 - Prescription sunscreen must be stored and applied according to medication-related requirements.
 - Children 9 and older may apply their own sunscreen if supervised.

Special Care Provisions and Emergencies

First Aid Training and CPR:

- At least one staff member in each classroom or area where children are present must be trained in CPR (appropriate to the age of children attending and including in-person competency demonstration) and First-Aid Certification.
- At least two staff members who meet the above requirements must be present during the program's hours of operation, on field trips, and wherever children are in care.

EXCEPTIONS:

- Any RNs or LPNs holding a current license on staff are not required to obtain first aid certification.
 - Primitive camps are allowed to have one staff member on site who holds current certification in first responder training.
-
- The following groups can provide training in CPR and First Aid Certification: American Red Cross, American Heart Association, American Safety, and Health Institute, or National Safety Council.
 - CPR and First Aid Certification training may count toward the 16 annual training hours required.

Special Care Provisions and Emergencies

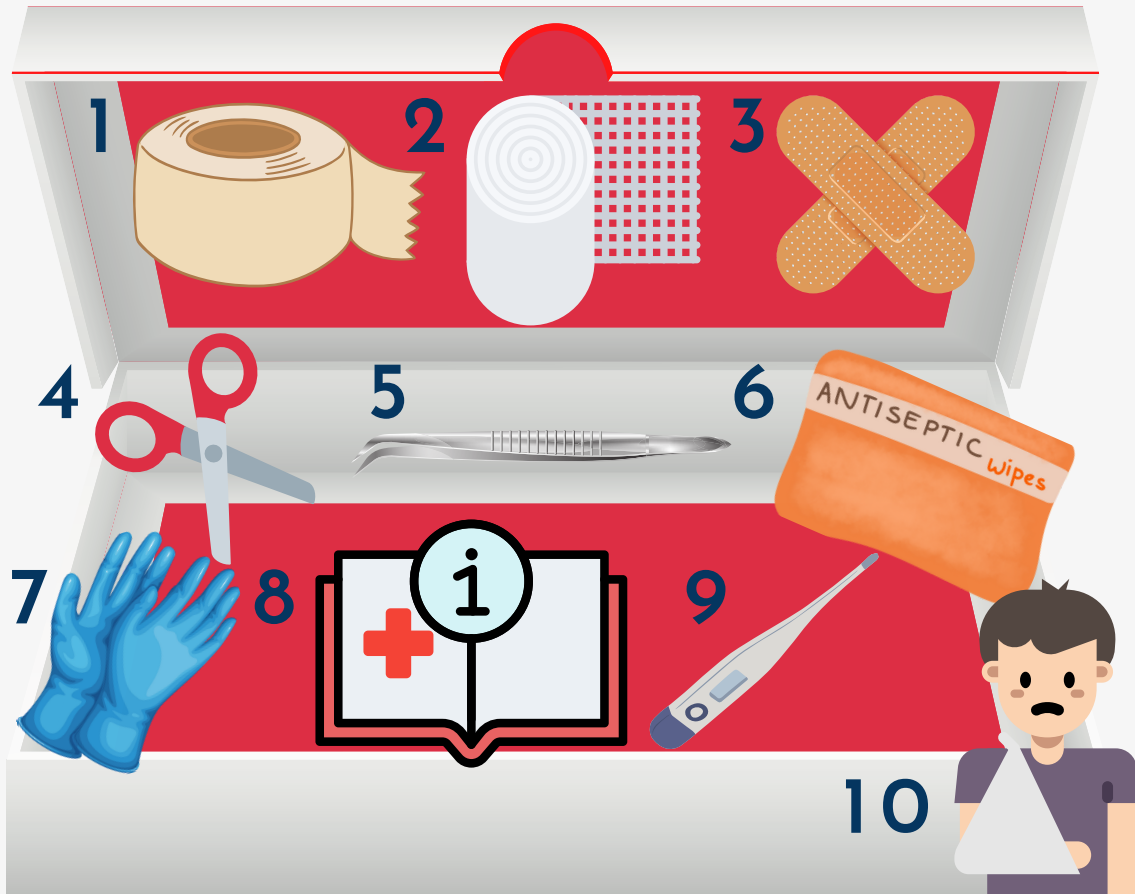
First Aid Emergency and Nonmedical Supplies:

- First aid kits must be:
 - On each floor of each building used by children
 - Accessible to staff but not to children.
 - Accessible to outdoor play areas
 - On field trips, and
 - Wherever children are in care



Special Care Provisions and Emergencies

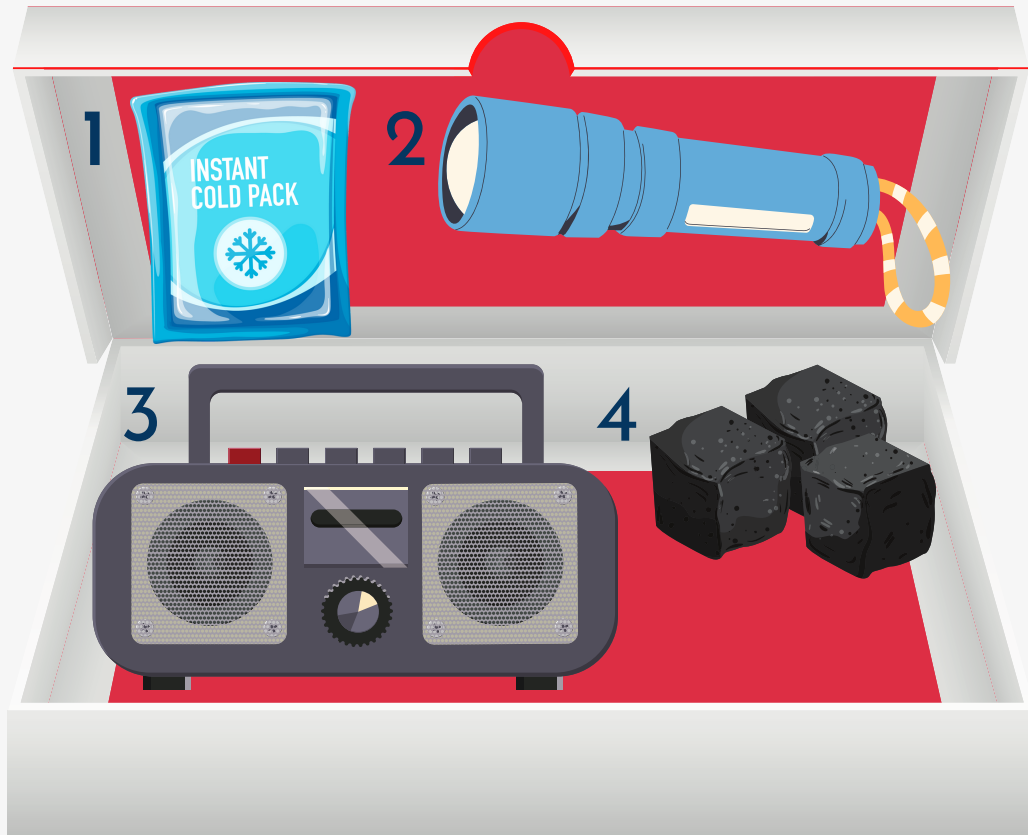
Medical Supplies to include in each first aid kit:



1. Adhesive Tape
2. Gauze Pads
3. Assorted Sizes and Types of Band-Aids
4. Scissors
5. Tweezers
6. Antiseptic Cleansing Solution/Pads
7. Disposable Gloves
8. First Aid Instructional Manual
9. Thermometer
10. Triangular Bandages (Arm Sling)

Special Care Provisions and Emergencies

Additional first aid, emergency and nonmedical Supplies to include in each first aid kit:



1. An Ice Pack or Cooling Agent
2. One Working, Battery-Operated Flashlight on each floor of each building where children are in the care
3. One Working, Battery-Operated Radio in each building used by children, and any camp location without a building
4. Activated Charcoal Preparation (to be used only at the direction of a physician or the program's local poison control center)

Special Care Provisions and Emergencies

Emergency Drill Schedule:

- Evacuation drills must be practiced monthly.
- Shelter-in-place procedures must be practiced a minimum of twice a year.
- Lockdown procedures must be practiced at least annually.

Programs should develop an emergency plan and procedure manual. For specifics on what should be included in each section see pp. 72-85 of the regulations.



Special Services: Food Service

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1. Snacks and meals must be scheduled at appropriate times based on the hours of operation and time of day.
2. Children arriving from a half-day morning program must be provided lunch if they have not yet eaten.
3. Snacks and meals should be scheduled with a period of 1 ½ hours between each snack or meal but no more than 3 hours.
4. Drinking water or other non-caffeinated beverages should be offered at regular intervals to nonverbal children.
5. Temperatures 80°F or above - fluid needs of children should be monitored at regular intervals.
6. Snack/M meal requirements:
 - Must meet nutritional USDA requirements as listed in attachment 4, pp. 103-107 of the licensing regulations.

Special Services: Food Service

- Children should be allowed second helpings
- Weekly meal and snack menus must be dated, posted, or provided to parents
- Substituted foods must be listed
- Menus must be kept on file for one week
- Powdered milk may only be used for cooking

8. Food From Home:

- Needs to be dated, sealed and clearly labeled to identify the owner.
- If a child forgets to bring food, the program must provide snacks & meals for them.
- Leftover opened food should be discarded by the end of the day or returned to the parent.

9. Catering services - if used regularly must be approved by the local health dept.

10. Contaminated or spoiled food shall not be served to children.

11. Tables must be sanitized before and after each use for feeding and cleaned at least daily.

12. Staff should sit with children during meal times.

13. Children should not be allowed to eat or drink while walking around.

14. Food shall be prepared, stored, and transported in a clean and sanitary manner.

15. Cross-contamination should be avoided, particularly when children are allergic to the food being served.

16. A child with a diagnosed food allergy shall not be served any food identified in their written care plan.

Special Services: Transportation

Transportation and Field Trips

1. The program is responsible from the time a child boards the vehicle until returned to the parent or person designated by the parent.
2. **Vehicle Requirements:**
 - Seats must be attached to the floor.
 - The vehicle must be insured with at least the minimum Virginia state requirements.
 - Vehicles must meet safety standards set by DMV and be kept in satisfactory condition to assure safety.
 - If volunteers supply personal vehicles, the program is responsible for all requirements of this section.
3. Virginia state statutes regarding safety belts and child restraints must be followed and the stated maximum number of passengers in a vehicle must not be exceeded.
4. Children must remain seated with arms, legs, and heads inside the vehicle.
5. Doors must remain closed and locked unless locks were not installed by the vehicle manufacturer.
6. At least one staff member or the driver must remain in the vehicle when children are present.
7. Staff who transport children must be 18 years of age or older.
8. Each vehicle must include the following information:
 - Emergency numbers
 - Program's name, address, and phone number
 - A list of the names of the children being transported
 - Allergy care plans as needed

Special Services: Transportation

9. Children should enter and leave vehicles from the curb side of the road.
10. Children should cross streets at corners or crosswalks or other designated safe points if no crosswalk or corner is available.
11. Staff-children-ratios must be followed on field trips, but do not need to be followed during transportation of school age children to and from the facility.
12. The program must make provisions for providing food and water on all field trips.
13. If perishable food is taken, it must be stored in an insulated container with ice packs.
14. The trip schedule of events must be posted and visible at the program site prior to leaving on the trip. In some cases GPS directions to the nearest hospital, and to and from pick-up and drop-off locations may also be required.
15. A communication plan should be in place between the program and staff transporting children to and from the program and on field trips.
16. Staff must verify that all children have been removed from the vehicle at the conclusion of any trip.
17. Parental permission for transportation and field trips is required before the trip occurs.
18. If a blanket permission form is used instead of separate permission for each trip, the following applies:
 - Parents must be notified of each trip
 - Parents must be given the opportunity to withdraw their children from the field trip.

Special Services

Transportation for Nonambulatory Children

1. For therapeutic and special needs child day programs providing transportation, nonambulatory children must be transported in a vehicle equipped with a ramp or hydraulic lift to allow entry and exit.
2. Wheelchairs must be equipped with restraining devices and be secured to the floor when used to seat children in a vehicle.
3. Arrangements of wheelchairs in a vehicle must not impede access to exits.
4. The program must develop a plan to assure safe supervision during on-loading, off-loading, and transporting.
5. When 16 or more children are being transported, there must be at least one program aide or adult besides the driver for each group of 16.
6. If transporting children with increased medical risk, known seizure disorders, or other neurological, genetic, or physiological disabilities, one program aide or adult who is not the driver must be trained in CPR and present in the vehicle.

Special Services: Other

Animals and Pets

If your program includes pets or animals, please see p. 84 of the regulations for specific rules that apply.



Evening and Overnight Care

This section pertains to programs that regularly offer overnight care.

If a special event is offered outside of the program's normal operating hours, separate from the actual child day program and it is not a regularly operating service arrangement, this the section does not apply. However, programs are strongly encouraged to consult legal counsel regarding liability for such overnight events.

Additional details are found on pp. 84-85 of the regulations.

Helpful Links



Administrative

- [Complete Standards for Licensure](#)
- Applicants are encouraged to contact the [Office of Child Care Health and Safety](#) in their region OR email childcarelicensing@doe.virginia.gov if they have any questions about licensing and the licensing process.
- [Licensing Offices Contact Information](#)
- [Filing an Exemption](#)
- [A Deep Dive into the Regulations and Resources for all Providers](#)

Helpful Links



Staffing & Training

- [Instructions for completing background checks](#)
- [Virginia Preservice Training for Child Care Staff - 10- hour required course](#)
- [Additional details for the 10- hour required course, free CPR & first aid training, MAT training, and additional professional development](#)

Physical Plant

- [Safety Guidelines for outdoor and indoor playground surfaces and materials](#)

Helpful Links



Programs and Special Services

- [Menu Sample Templates](#)
- [USDA Child Meal Patterns](#)
 - [Breakfast](#)
 - [Lunch & Dinner](#)
 - [Snack](#)
- [Sample Parent Handbook](#)

Helpful Links



Special Care & Emergency Provisions

- [Learn how to plan for an emergency.](#)
- [Sample emergency action plan](#)
- [Transporting Children/Child Safety Restraints](#)

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