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TITLE 9. HEALTH SERVICES
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CHILD CARE FACILITIES

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ARTICLE 1. GENERAL

R9-5-101. Definitions

In addition to the definitions in A.R.S. § 36-881, the following definitions apply in this Chapter unless otherwise specified:

1. “Abuse” has the same meaning as in A.R.S. § 8-201.
2. “Accident” means an unexpected occurrence that:
 - a. Causes injury to an enrolled child,
 - b. Requires attention from a staff member, and
 - c. May or may not be an emergency.
3. “Accommodation school” has the same meaning as in A.R.S. § 15-101.
4. “Accredited” means approved by the US Department of Education and recognized by the Council for Higher Education Accreditation:
 - ~~a. New England Commission of Institution of Higher Education,~~
 - ~~b. Middle States Commission of Higher Education,~~
 - ~~c. North Central the Higher Learning Commission,~~
 - ~~d. Northwest Commission on Colleges and Universities,~~
 - ~~e. Commission on Colleges, or~~
 - ~~f. Western Association of Schools and Colleges.~~
5. “Activity” means an action planned by a licensee and performed by an enrolled child while supervised by a staff member.
6. “Activity area” means a specific indoor or outdoor space or room of a licensed facility that is designated by a licensee for use by an enrolled child for an activity.
7. “Adaptive device” means equipment used to augment an individual’s use of the individual’s arms, legs, sight, hearing, or other physical part or function.
8. “Administrative completeness review time-frame” has the same meaning as in A.R.S. § 41-1072.
9. “Adult” means an individual who is at least 18 years of age.
10. “Age-appropriate” means ~~consistent with a~~ suitable with the developmental and social maturity of the child’s age and age-related stage of based on physical growth, language, emotional, social, behavioral, and mental cognitive development.
11. “Agency” means any board, commission, department, office, or other administrative unit of the federal government, the state, or a political subdivision of the state.
12. “Applicant” means a person or governmental agency requesting one of the following:
 - a. A license, or
 - b. Approval of a change affecting a license under R9-5-208.
13. “Application” means the documents that an applicant is required to electronically submit to the Department for licensure or approval of a request for a change affecting a license.
14. “Assistant ~~teacher caregiver~~ child educator” means a staff member who aids a ~~teacher caregiver~~ child educator in planning, developing, or conducting child care activities.
15. “Association” means a group of individuals other than a corporation, limited liability company, partnership, joint venture, or public school who has established a governing board and bylaws to operate a facility.
16. “Background check” means results identified in searches according to A.R.S. § 46-811(A) and consistent with the Child Care and Development Block Grant Act of 2014 (Public Law 113-186):
 - a. The state sex offender registry within this state and each state where a staff member resided during the preceding five years;

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- b. The state-based child abuse and neglect registries and databases within this state and each state where a staff member resided during the preceding five years;
 - c. The state criminal history checks within this state and each state where a staff member resided during the preceding five years;
 - d. The National FBI criminal history check, with FBI fingerprint check; and
 - ~~e.e.~~ The National Crime Information Center; and , including the
 - ~~d.~~ The National Sex Offender Registry established under the Adam Walsh Child Protection and Safety Act of 2006 (42 A.S.C. 16901 et seq).
17. “Beverage” means a liquid for drinking, including water.
18. “Business organization” has the same meaning as “entity” in A.R.S. § 10-140.
19. “Calendar day” means each day, not including the day of the act, event, or default from which a designated period of time begins to run, but including the last day of the period unless it is a Saturday, Sunday, or legal holiday, in which case the period runs until the end of the next day that is not a Saturday, Sunday, or legal holiday.
20. “Calendar week” means a seven-day period beginning on Sunday at 12:00 a.m. and ending on Saturday at 11:59 p.m.
21. “C.C.P.” means Certified Childcare Professional, a credential awarded by the National Early Childhood Program Accreditation.
22. “C.D.A.” means Child Development Associate, a credential awarded by the Council for Professional Recognition.
- ~~23.~~ ~~“Change in ownership” means a transfer of controlling legal or controlling equitable interest and authority in a facility resulting from a sale or merger of a facility.~~
- ~~24-23.~~ “Charter school” has the same meaning as in A.R.S. § 15-101.
- ~~25-24.~~ “Child care experience” means an individual’s documented work with children in:
- a. A child care facility or a child care group home that was licensed, certified, or approved by a state in the United States or by one of the Uniformed Services of the United States;
 - b. A public school, a charter school, a private school, or an accommodation school;
 - c. A public or private educational institution authorized under the laws of another state where instruction was provided for any grade or combination of grades between pre-kindergarten and grade 12; or
 - d. One of the following professional fields:
 - i. Nursing,
 - ii. Social work,
 - iii. Psychology,
 - iv. Child development, or
 - v. A closely-related field.
- ~~26-25.~~ “Child care services” means the range of activities and programs provided by a licensee to an enrolled child, including personal care, supervision, education, guidance, and transportation.
26. “Child educator” means a staff member responsible for developing, planning, and conducting child care activities.
27. “Child educator aide” means a staff member who provides child care services under the supervision of a child educator.
28. “Child with a disability” means the same as
- a. A child with a “developmental disability” as defined in A.R.S. § 36-551; or
 - b. A “child with a disability” as defined in A.R.S. § 15-761.
- ~~27-29.~~ “Child with a special ~~needs~~ health care need” means a~~+~~

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- a. A child with a health care provider’s diagnosis and record of a physical or mental condition that substantially limits the child in providing self-care or performing manual tasks or any other major life function such as walking, seeing, hearing, speaking, breathing, or learning~~s~~.
 - b. A child with a “developmental disability” as defined in A.R.S. § 36-551; or
 - e. A “child with a disability” as defined in A.R.S. § 15-761.
- ~~28-30.~~ “Clean” means to remove dirt or debris by methods such as washing with soap and water, vacuuming, wiping, dusting, or sweeping.
- ~~29-31.~~ “Closely-related field” means any educational instruction or occupational experience pertaining to the growth, development, physical or mental care, or education of children.
- ~~30-32.~~ “Communicable disease” has the same meaning as in A.A.C. R9-6-101.
- ~~31-33.~~ “Compensation” means money or other consideration, including goods, services, vouchers, time, government or public expenditures, government or public funding, or another benefit, that is received as payment.
- ~~32.~~ “Corporal punishment” means any physical action used to discipline a child that inflicts pain to the body of the child, or that may result in physical injury to the child.
- ~~33-34.~~ “CPR” means cardiopulmonary resuscitation.
- ~~34-35.~~ “Credit hour” means an academic unit earned at an accredited college or university ~~and:~~
- a. By attending a ~~one hour~~ class session, which is equivalent to 15 clock hours, each calendar week during a semester or equivalent shorter course term, or
 - b. Completing practical work for a course as determined by the accredited college or university.
- ~~35-36.~~ “Designated agent” means an individual who meets the requirements in A.R.S. § 36-889(D).
- ~~36-37.~~ “Developmentally-appropriate” means consistent with a child’s physical, emotional, social, cultural, linguistic, and cognitive development, based on the child’s age and family background and the child’s personality, learning style, and pattern and timing of growth.
- ~~37.~~ “Discipline” means the ~~on-going process of helping a child develop self control and assume responsibility for the child’s own actions.~~
38. “Documentation” means information in written, photographic, electronic, or other permanent form.
39. “Electronic signature” has the same meaning as in ~~A.R.S. § 41-351(4)~~ A.R.S. § 41-251.
40. “Emergency” means a potentially life-threatening occurrence involving an enrolled child or staff member that requires an immediate response or medical treatment.
41. “Endanger” means to expose an individual to a situation where physical injury or mental injury to the individual may occur.
42. “Enrolled” means placed by a parent and accepted by a licensee for child care services.
43. “Evening and nighttime care” means child care services provided between the hours of 8:00 p.m. and 5:00 a.m.
44. “Facility” has the same meaning as “child care facility” in A.R.S. § 36-881.
45. “Facility director” means an individual who is designated by a licensee as the individual responsible for the daily onsite operation of a facility.
46. “Facility premises” means property that is:
- a. Designated on an application for a license by the applicant; and
 - b. Licensed for child care services by the Department under A.R.S. Title 36, Chapter 7.1, Article 1, and this Chapter.
47. “Fall zone” means the surface under and around a piece of equipment onto which a child falling from or exiting from the equipment would be expected to land.
48. “Field trip” means an activity planned by a staff member for an enrolled child at a:

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- a. ~~At a location~~ Location or area that is not licensed for child care services by the Department, or
 - b. ~~At a child~~ Child care facility in which the child is not enrolled.
49. “Final construction drawings” means facility plans that include the architectural, structural, mechanical, electrical, fire protection, plumbing, and technical specifications of the physical plant and the facility premises and that have been approved by the local government for the construction, alteration, or addition of a facility.
50. “Food” means a raw, cooked, or processed edible substance, ice, beverage, or ingredient used or intended for use or for sale in whole or in part for human consumption, or chewing gum.
51. “Food preparation” means processing food for human consumption by cooking or assembling the food, but does not include distributing prepackaged food or whole fruits or vegetables.
52. “Full-day care” means child care services provided for six or more hours per day between the hours of 5:00 a.m. and 8:00 p.m.
53. “Governmental agency” has the same meaning as in A.R.S. § 44-7002.
54. “Guidance” means the ongoing direction, counseling, teaching, or modeling of generally accepted social behavior through which a child learns to develop and maintain the ~~self-control~~ self-regulation, self-reliance, and self-esteem necessary to assume responsibilities, make daily living decisions, and live according to generally accepted social behavior.
55. “Hazard” means a source of endangerment.
56. “Health care provider” means a physician, physician assistant, or registered nurse practitioner.
57. “High school equivalency diploma” means a document issued by:
- a. ~~A document issued by the~~ The State Board of Education under A.R.S. § 15-702 to an individual who passes a general educational development test or meets the requirements of A.R.S. § 15-702(B);
 - b. ~~A document issued by another~~ Another state to an individual who passes a general educational development test or meets the requirements of a state statute equivalent to A.R.S. § 15-702(B); or
 - c. ~~A document issued by another~~ Another country to an individual who has completed that country’s equivalent of a 12th grade education, as determined by the Department based upon information obtained from American or foreign consulates or embassies or other governmental agencies.
58. “Hours of operation” means the specific time during a day for which a licensee is licensed to provide child care services.
59. “Illness” means physical manifestation or signs of sickness, such as pain, vomiting, rash, fever, discharge, or diarrhea.
60. “Immediate” or “immediately” means without restriction, delay, or hesitation.
61. “Inaccessible” means:
- a. Out of an enrolled child’s reach, or
 - b. Locked.
- 62.** “Individual plan” means a written description of the daily activities required for an enrolled child with a special health care need or disability.
- ~~62-63.~~ “Infant” means a child:
- a. ~~A child~~ 12 months of age or younger, or
 - b. ~~A child~~ 18 months of age or younger who is not yet walking.
- ~~63-64.~~ “Infant care” means child care services provided to an infant.
- ~~64-65.~~ “Infestation” means the presence of lice, pinworms, scabies, or other parasites.
- ~~65-66.~~ “Inspection” means:

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- a. Examination of a facility by the Department to determine compliance with A.R.S. Title 36, Chapter 7.1, Article 1, and this Chapter;
 - b. Review of facility documents, records, or reports by the Department; or
 - c. Examination of a facility by a local governmental agency.
- ~~66-67.~~ “Lesson plan” means a written description of the activities scheduled in each activity area for a day.
- ~~67-68.~~ “License” means the written authorization issued by the Department to operate a facility in Arizona.
- ~~68.~~ ~~“Licensed applicator” who complies with A.A.C. R3-8-201(C).~~
69. “Licensed capacity” means the maximum number of enrolled children for whom a licensee is authorized by the Department to provide child care services in a facility or a part of a facility at any given time.
70. “Licensee” means a person or governmental agency to whom the Department has issued a license to operate a facility in Arizona.
71. “Local” means under the jurisdiction of a city or county in Arizona.
72. “Mat” means a foam pad that has a waterproof cover and is of sufficient size and thickness to accommodate the height, width, and weight of a reclining child’s body.
73. “Medication” means a substance prescribed by a ~~physician, physician assistant, or registered nurse practitioner~~ health care provider or available without a prescription for the treatment or prevention of illness or infestation.
74. “Menu” means:
- a. A written description of the food that a facility provides and serves as a meal or snack, or
 - b. The combination of food that a facility provides and serves as a meal or snack.
- 75.** **“Modification” means the substantial improvement, enlargement, reduction, alternation, or other substantial change in the facility or another structure on the premises at a child care group home.**
- ~~75-76.~~ “Motor vehicle” has the same meaning as in A.R.S. § 28-101.
- ~~76-77.~~ “N.A.C.” means the National Administrator Credential, a credential issued by the National Institute of Child Care Management.
- ~~77-78.~~ “Name” means, for an individual, the individual’s first name and the individual’s last name.
- ~~78-79.~~ “Naptime” means any time during hours of operation, other than evening and nighttime hours, that is designated by a licensee for the rest or sleep of enrolled children.
- ~~79-80.~~ “Neglect” has the same meaning as in A.R.S. § 8-201.
- ~~80-81.~~ “One-year-old” means a child who is not an infant and is at least 12 months of age but not yet two years of age.
- ~~81-82.~~ “Outbreak” has the same meaning as in A.A.C. R9-6-101.
- ~~82-83.~~ “Out-of-school time” means a program, as described in Article 7 of this Chapter, that is licensed with the Department and operates when school is not in session, such as before school, after school, or during school breaks, and serves school-aged children enrolled in school.
- ~~82-84.~~ “Overall time-frame” has the same meaning as in A.R.S. § 41-1072.
- ~~83-85~~ “Parent” means:
- a. A natural or adoptive mother or father,
 - b. A legal guardian appointed by a court of competent jurisdiction, or
 - c. A “custodian” as defined in A.R.S. § 8-201.
- ~~84-86.~~ “Part-day care” means child care services provided for fewer than six hours per day between the hours of 5:00 a.m. and 8:00 p.m.
- ~~85.~~ ~~“Perishable food” means food that becomes unfit for human consumption if not stored to prevent spoilage.~~
- ~~87.~~ “Pediatric abusive head trauma” means an injury to the skull or intracranial contents of an infant or a child due to inflicted blunt impact and/or violent shaking.

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- ~~86-88.~~ “Pesticide” has the same meaning as in ~~A.R.S. § 32-3604~~ A.R.S. § 3-3601.
- ~~87.~~ ~~“Pesticide label” means the written, printed, or graphic matter approved by the United States Environmental Protection Agency on, or attached to, a pesticide container.~~
- ~~88-89.~~ “Physical injury” means temporary or permanent damage or impairment to a child’s body.
- ~~89-90.~~ “Physical plant” means a building that houses a facility, or the licensed areas within a building that houses a facility, including the architectural, structural, mechanical, electrical, plumbing, and fire protection elements of the building.
91. “Physical restraint” means a restriction that immobilizes or prevents freedom of movement of all or part of a person’s body, or restricting normal access to the person’s body.
- ~~90-92.~~ “Physician” means an individual licensed as a doctor of:
- a. Allopathic medicine under A.R.S. Title 32, Chapter 13;
 - b. Naturopathic medicine under A.R.S. Title 32, Chapter 14;
 - c. Osteopathic medicine under A.R.S. Title 32, Chapter 17;
 - d. Homeopathic medicine under A.R.S. Title 32, Chapter 29; or
 - e. Allopathic, naturopathic, osteopathic, or homeopathic medicine under the law of another state.
- ~~91-93.~~ “Physician assistant” means an individual who is licensed:
- a. ~~An individual who is licensed under~~ Under A.R.S. Title 32, Chapter 25; or
 - b. ~~An individual who is licensed as~~ As a physician assistant under the law of another state.
94. “Positive Discipline” means the on-going process of teaching a child self-regulation and assuming responsibility for the child’s own actions, as well as providing guidance that focuses on preventing behavior problems by supporting children in learning appropriate social skills and emotional responses.
- ~~92-95.~~ “Private pool” has the same meaning as “private residential swimming pool” in A.A.C. R18-5-201.
- ~~93-96.~~ “Private school” has the same meaning as in A.R.S. § 15-101.
- ~~94-97.~~ “Program” means a variety of activities organized and conducted by a staff member.
- ~~95-98.~~ “Public pool” has the same meaning as “public swimming pool” in A.A.C. R18-5-201.
- ~~96-99.~~ “Public school” has the same meaning as ~~“school”~~ in A.R.S. § 15-101.
100. “Punishment” means a negative physical or emotional action taken by adults in the classroom for a child’s behavior that is not deemed acceptable.
- ~~97.~~ ~~“Registered nurse practitioner” means:~~
- a. ~~An individual who is licensed and certified as a “registered nurse practitioner” under A.R.S. § 32-1601, or~~
 - b. ~~An individual who is licensed or certified as a registered nurse practitioner under the law of another state.~~
- ~~98-101.~~ “Regular basis” means at recurring, fixed, or uniform intervals.
- ~~99-102.~~ “Responsible party” means an individual or a group of individuals who:
- a. Is assigned by a public school, charter school, or governmental agency; and
 - b. Has general oversight of the child care facility.
- ~~100-103.~~ “Sanitize” means to use heat, chemical agents, or germicidal solutions to disinfect and reduce pathogen counts, including bacteria, viruses, mold, and fungi.
- ~~101-104.~~ “School-age child” means a child who:
- a. Meets one of the following:
 - i. Is five years old on or before January 1 of the current school year, or
 - ii. Is five years old on or before January 1 of the most recent school year; and
 - b. Meets one of the following:
 - i. Attends kindergarten or a higher level program in a public, charter, accommodation, or private school during the current school year;

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- ii. Attended kindergarten or a higher level program in a public, charter, accommodation, or private school during the most recent school year;
 - iii. Is home-schooled at a kindergarten or higher level during the current school year; or
 - iv. Was home-schooled at a kindergarten or higher level during the most recent school year.
- ~~102-105.~~ “School-age child care” means child care services provided to a school-age child.
- ~~103-106.~~ “School campus” means the contiguous grounds of a public, charter, accommodation, or private school, including the buildings, structures, and outdoor areas available for use by children attending the school.
- ~~104-107.~~ “School governing board” has the same meaning as “governing board” in A.R.S. § 15-101.
- ~~105-108.~~ “Screen time” means the use of electronic media to watch television or to watch a video, ~~a DVD, or a movie~~ at the facility or at another location or the use of electronic media or a computer for game-playing, entertainment, communication, or educational purposes.
- ~~106-109.~~ “Semi-public pool” has the same meaning as “semipublic swimming pool” in A.A.C. R18-5-201.
110. “Separation” means removing an enrolled child from a group setting, when the enrolled child needs support to gain control over their body while under the supervision of a familiar and supportive adult, until the enrolled child has regained regulation.
111. “Serious physical injury” has the same meaning as in A.R.S. § 8-201.
- ~~107-112.~~ “Service classification” means one of the following:
- a. Full-day care;
 - b. Part-day care;
 - c. Evening and nighttime care;
 - d. Infant care;
 - e. One-year-old child care;
 - f. Two-year-old child care;
 - g. Three-year-old, four-year-old, and five-year-old child care;
 - h. School-age child care; or
 - i. Weekend care.
- ~~108-113.~~ “Signatory” means an individual who is authorized by a school district governing board, school district superintendent, or governmental agency to sign a document on behalf of the school district governing board, school district superintendent, or governmental agency.
- ~~109-114.~~ “Signed” means affixed with an individual’s signature or with a symbol representing an individual’s signature if the individual is unable to write the individual’s name.
- ~~110.~~ ~~“Sippy cup” means a lidded drinking container that is designed to be leak proof or leak resistant and from which a child drinks through a spout or straw.~~
- ~~111-115.~~ “Space utilization” means the designated use of an area within a facility for specific child care services or activities.
- ~~112-116.~~ “Staff” or “staff member” means the same as “child care personnel” as defined in A.R.S. § 36-883.02.
- ~~113-117.~~ “Student-aide” means an individual ~~less than 16~~ between 15 and 18 years of age who is participating in an educational, curriculum-based course of study; vocational education; or occupational development program and who, without being compensated by a licensee, is present at a facility to receive instruction from and supervision by staff in the provision of child care services.
- ~~114-118.~~ “Substantive review time-frame” has the same meaning as in A.R.S. § 41-1072.
- ~~115-119.~~ “Supervision” means:

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- a. For an enrolled child, knowledge of and accountability for the actions and whereabouts of the enrolled child, including the ability to see or hear the enrolled child at all times, to interact with the enrolled child, and to provide guidance to the enrolled child; or
- b. For an individual other than an enrolled child, knowledge of and accountability for the actions and whereabouts of the individual, including the ability to see and hear the individual when the individual is in the presence of an enrolled child and the ability to intervene in the individual's actions to prevent harm to enrolled children.

~~116.~~120. "Swimming pool" has the same meaning as in A.A.C. R18-5-201.

~~117.~~ "Teacher caregiver" means a staff member responsible for developing, planning, and conducting child care activities.

~~118.~~ "Teacher caregiver aide" means a staff member who provides child care services under the supervision of a teacher caregiver.

~~119.~~121. "Training" means child care-related conferences, seminars, lectures, workshops, classes, courses, or instruction.

~~120.~~122. "Tummy time" means a limited period-of-time no more than 20 minutes used to allow a non-crawling infant to:

- a. ~~To strengthen~~ Strengthen the infant's head, neck, and upper body muscles; and
- b. ~~To increase~~ Increase the infant's sensory perception, visual and hearing acuity, and social and emotional interaction.

~~121.~~123. "Volunteer" means a staff member who, without compensation, provides child care services that are the responsibility of a licensee.

~~122.~~124. "Working day" means a Monday, Tuesday, Wednesday, Thursday, or Friday that is not a state holiday, federal holiday, or a statewide furlough day.

125. "Written notice" means a message in written, typed, or printed characters sent or otherwise proved to have been received.

R9-5-102. ~~Individuals to Act Designated Person for Applicant or Licensee Regarding Document, Fingerprinting, and Department provided Training Requirements~~

When an applicant or licensee is required by this Chapter to provide information on or sign documents, or possess a fingerprint clearance card, ~~or complete Department provided training~~, the following shall satisfy the requirement on behalf of the applicant or licensee, if the applicant or licensee is:

1. ~~If the applicant or licensee is an~~ An individual, the individual;
2. ~~If the applicant or licensee is a~~ A business organization, a designated agent who meets the requirements in A.R.S. § 36-889(D);
3. ~~If the applicant or licensee is a~~ A public school, an individual designated in writing as a signatory for the public school by the school district governing board or school district superintendent;
4. ~~If the applicant or licensee is a~~ A charter school, the person approved to operate the charter school by the school district governing board, the Arizona State Board of Education, or the Arizona State Board for Charter Schools; and
5. ~~If the applicant or licensee is a~~ A governmental agency, the individual in the senior leadership position with the agency or an individual designated in writing as a signatory by that individual.

ARTICLE 2. FACILITY LICENSURE

R9-5-201. Application for a License

- A. An applicant for a license shall:
 1. Be at least 21 years of age;
 2. If an individual, be a U.S. citizen or legal resident alien and a resident of Arizona;
 3. If a corporation, association, or limited liability company, be a domestic entity or a foreign entity qualified to do business in Arizona;

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4. If a partnership, have at least one partner who is a U.S. citizen or legal resident alien and a resident of Arizona;
5. Submit to the Department an application ~~packet~~ containing:
 - a. ~~An application on a form provided by the Department that contains~~ The following information in a Department-provided format:
 - i. The applicant's name;
 - ii. The applicant's date of birth;
 - iii. The facility's name, street address, city, state, zip code, mailing address, and telephone number;
 - iv. The requested service classifications;
 - v. Whether the applicant agrees to allow the Department to submit supplemental requests for information;
 - vi. ~~A statement that the applicant has read and will comply with A.R.S. Title 36, Chapter 7.1, Article 1 and this Chapter;~~ An attestation that the:
 - (1) Applicant has read and will comply with A.R.S. Title 36, Chapter 7.1, Article 1 and this Chapter; and
 - (2) Information provided on the application is accurate and complete; and
 - vii. ~~A statement that the information provided in the application packet is accurate and complete; and~~
 - b. ~~A copy of the applicant's:~~ Documentation for the applicant that complies with A.R.S. § 41-1080:
 - i. ~~U.S. passport,~~
 - ii. ~~Birth certificate,~~
 - iii. ~~Naturalization documents, or~~
 - iv. ~~Documentation of legal resident alien status;~~
 - c. A copy of the applicant's valid fingerprint clearance card, both front and back, issued according to A.R.S. Title 41, Chapter 12, Article 3.1;
 - d. A copy of the applicant's valid background check document according to A.R.S. § 46-811(A);
 - e. A copy of the form required in A.R.S. § 36-883.02(C);
 - f. ~~A certificate issued by the Department showing that the applicant has completed at least four hours of Department provided training that included the Department's role in licensing and regulating child care facilities under A.R.S. Title 36, Chapter 7.1, Article 1, and this Chapter~~ Prior to construction, architectural plans for new buildings or for remodeling of existing buildings must be submitted for review and approval by the Department, the local fire department, and the local building department as to appropriateness, adequacy, and suitability for child care functions;
 - g. Except as provided in subsection (A)(5)(j), a site plan of the facility drawn to scale by an architect, draftsman, or contractor showing:
 - i. ~~The drawing scale;~~
 - ii. ~~The boundary dimensions~~ square footage of the property upon which the facility's physical plant is located;
 - iii. ~~ii.~~ If more than one building is used for the facility, the location and perimeter ~~dimensions~~ square footage of each building;
 - iv. ~~iii.~~ The location of each driveway on the property;
 - v. ~~iv.~~ The location and boundary ~~dimensions~~ square footage of each parking lot on the property;
 - vi. ~~v.~~ The location and perimeter ~~dimensions~~ square footage of each outdoor activity area;
 - vii. ~~vi.~~ The location, type, and height of each fence and gate; and

- ~~viii-vii.~~ If applicable, the location of any swimming pool on the property;
- h. Except as provided in subsection (A)(5)(j), a floor plan of each building to be used for child care services drawn to scale by an architect, draftsman, or contractor showing:
 - ~~i.~~ ~~The drawing scale;~~
 - ~~ii-i.~~ The length and width ~~dimensions~~ square footage for each indoor activity area;
 - ~~iii-ii.~~ The requested licensed capacity and applicable service classification for each indoor activity area;
 - ~~iv-iii.~~ The location of each diaper changing area;
 - ~~v-iv.~~ The location of each hand washing, utility, and three-compartment sink, toilet, urinal, and drinking fountain; and
 - ~~vi-v.~~ The location and type of fire alarm system;
- i. Except as provided in subsection (A)(5)(j):
 - i. A copy of a certificate of occupancy issued for the facility by the local jurisdiction;
 - ii. Documentation from the local jurisdiction that the facility was approved for occupancy; or
 - iii. If the documents in subsections (A)(5)(i)(i) and (ii) are not available, a statement from the local jurisdiction stating that the certificate of occupancy is not available, the seal of an architect registered as prescribed in A.R.S. § 32-121 on the site plan required in subsection (A)(5)(g) and the floor plan required in subsection (A)(5)(h) verifying compliance with current local building and fire codes, local zoning requirements, and this Chapter;
- j. For an applicant providing child care services ~~to three year old, four year old, five year old, or school age children~~ in a facility located in a public school, a set of final construction drawings or a school map showing the:
 - ~~i.~~ ~~The location~~ Location of each school building;
 - ~~ii.~~ ~~The location~~ Location and ~~dimensions~~ square footage of each outdoor activity area to be used by enrolled children;
 - ~~iii.~~ ~~The length~~ Length and width ~~dimensions~~ square footage for each indoor activity area;
 - ~~iv.~~ ~~The requested~~ Requested licensed capacity and applicable service classification for each indoor activity area; and
 - ~~v.~~ ~~The location~~ Location of each hand-washing sink, toilet, urinal, ~~and drinking fountain,~~ and, if applicable, diaper changing area to be used by enrolled children;
- k. If the facility is located within one-fourth of a mile of agricultural land:
 - i. The names and addresses of the owners or lessees of each parcel of agricultural land located within one-fourth mile of the facility, and
 - ~~ii.~~ ~~A copy of an agreement complying~~ An attestation signed and dated by the applicant agreeing with compliance of A.R.S. § 36-882 for each parcel of agricultural land;
- l. The applicable fee in R9-5-206;
- m. If the applicant is a business organization, a form provided by the Department that contains:
 - i. The name, street address, city, state, and zip code of the business organization;
 - ii. The type of business organization;
 - iii. The name, date of birth, title, street address, city, state, and zip code of each controlling person;
 - ~~iv.~~ ~~A copy~~ Documentation of the business organization's articles of incorporation, articles of organization, partnership documents, or joint venture documents, if applicable;

- v. Documentation of good standing issued by the Arizona Corporation Commission ~~and dated no earlier than three months before the date of the application~~; and
- vi. A statement signed by the applicant stating that each controlling person has not:
 - (1) ~~That each controlling person has not been~~ Been denied a certificate or license to operate a child care group home or child care facility in this state or another state, and
 - (2) ~~That each controlling person has not had~~ Had a certificate or license to operate a child care group home or child care facility revoked in this state or another state for endangering the health and safety of children;
- n. If the applicant is a public school, a form provided by the Department that contains:
 - i. The name of the school district;
 - ii. The name, title, street address, city, state, and zip code of each responsible party, if the responsible party is an individual, or each individual in the group, if the responsible party is a group of individuals;
 - iii. A statement signed by the applicant stating that each individual in subsection (A)(5)(n)(ii) has not:
 - (1) ~~That each individual in subsection (A)(5)(n)(ii) has not been~~ Been denied a certificate or license to operate a child care group home or child care facility in this state or another state, and
 - (2) ~~That each individual in subsection (A)(5)(n)(ii) has not had~~ Had a certificate or license to operate a child care group home or child care facility revoked in this state or another state for endangering the health and safety of children; and
 - iv. A letter from the school district governing board or school district superintendent designating a signatory, if applicable;
- o. If the applicant is a charter school, a form provided by the Department that contains:
 - i. The name, title, street address, city, state, and zip code of each responsible party, if the responsible party is an individual, or each individual in the group, if the responsible party is a group of individuals;
 - ii. A statement signed by the applicant stating that each individual in subsection (A)(5)(o)(i) has not:
 - (1) ~~That each individual in subsection (A)(5)(o)(i) has not been~~ Been denied a certificate or license to operate a child care group home or child care facility in this state or another state, and
 - (2) ~~That each individual in subsection (A)(5)(o)(i) has not had~~ Had a certificate or license to operate a child care group home or child care facility revoked in this state or another state for endangering the health and safety of children; and
 - iii. A letter from the school district governing board in which the charter school is located, the Arizona State Board of Education, or the Arizona State Board for Charter Schools, approving the applicant to operate the charter school; and
- p. If the applicant is a governmental agency, a form provided by the Department that contains:
 - i. The name, title, street address, city, state, and zip code of each responsible party, if the responsible party is an individual, or each individual in the group, if the responsible party is a group of individuals;
 - ii. A statement signed by the applicant stating that each individual in subsection (A)(5)(p)(i) has not:
 - (1) ~~That each individual in subsection (A)(5)(p)(i) has not been~~ Been denied a certificate or

license to operate a child care group home or child care facility in this state or another state, and

- (2) ~~That each individual in subsection (A)(5)(p)(i) has not had~~ Had a certificate or license to operate a child care group home or child care facility revoked in this state or another state for endangering the health and safety of children; and

iii. A letter from the individual in the senior leadership position with the agency designating a signatory.

B. The Department requires a separate license and a separate application for each facility owned by:

1. ~~Each facility owned by the~~ The same person at a different location, and
2. ~~Each facility owned by a~~ A different person at the same location.

C. The Department does not require a separate application and license for a structure that is:

1. Located so that the structure and the facility:
 - a. Share the same street address, or
 - b. Can be enclosed by a single unbroken boundary line that does not encompass property owned or leased by another,
2. Under the same ownership as the facility, ~~and~~ or
3. Intended to be used as a part of the facility.

D. A licensee shall provide written notice to the Department that the licensed facility is no longer operating and requests to void the license.

R9-5-202. Time-frames

~~**A.** The overall time frame for each type of approval granted by the Department under this Article is listed in Table 2.1. The applicant and the Department may agree in writing to extend the substantive review time frame and the overall time frame. An extension of the substantive review time frame and the overall time frame may not exceed 25% of the overall time frame.~~

B-A. The administrative completeness review time-frame for each type of approval granted by the Department under this Article is listed in Table 2.1 and begins on the date that the Department receives an application ~~packet~~.

1. An application ~~packet~~ for a license is not complete until the date, provided to the Department with the application ~~packet~~ or by written notice, that the child care facility is ready for an onsite licensing inspection.
2. The Department shall send a notice of administrative completeness or deficiencies to the applicant within the administrative completeness review time-frame.
 - a. A notice of deficiencies shall list each deficiency and the items needed to complete the application ~~packet~~.
 - b. The administrative completeness review time-frame and the overall time-frame are suspended from the date that the notice of deficiencies is issued until the date that the Department receives all of the missing items from the applicant.
 - c. If an applicant for a license or an approval of a change affecting a license fails to submit to the Department all of the items listed in the notice of deficiencies within 180 calendar days after the date that the Department sent the notice of deficiencies, the Department shall consider the application or request for approval withdrawn.
3. If the Department issues a license or other approval to the applicant during the administrative completeness review time-frame, the Department shall not issue a separate written notice of administrative completeness.

~~**B.**~~ **C-B.** The substantive review time-frame for each type of approval granted by the Department under this Article is listed in Table 2.1 and begins on the date of the notice of administrative completeness.

1. As part of the substantive review for a license application, the Department shall conduct an inspection that may require more than one visit to the facility.

2. As part of the substantive review for a request for approval of a change affecting a license that requires a change in the use of physical space at the facility, the Department shall conduct an evaluation of the request to determine compliance with applicable rules and statutes that may include an onsite inspection.
3. The Department shall send a license, a written notice of approval, or denial of a license or other request for approval to an applicant within the substantive review time-frame.
4. During the substantive review time-frame, the Department may make one comprehensive written request for additional information, unless the Department and the applicant have agreed in writing to allow the Department to submit supplemental requests for information.
 - a. If the Department determines that an applicant or a facility is not in substantial compliance with A.R.S. Title 36, Chapter 7.1, Article 1 and this Chapter, the Department shall send a comprehensive written request for additional information that includes a written statement of deficiencies stating each statute and rule upon which noncompliance is based.
 - b. An applicant shall submit to the Department all of the information requested in the comprehensive written request for additional information and documentation of the corrections required in the statement of deficiencies, if applicable within 120 calendar days after the date of the comprehensive written request for additional information.
 - c. The substantive review time-frame and the overall time-frame are suspended from the date that the Department issues a comprehensive written request for additional information or a supplemental request for information until the date that the Department receives all of the information requested, including documentation of corrections required in a statement of deficiencies, if applicable.
 - d. If an applicant fails to submit to the Department all of the information requested in a comprehensive written request for additional information or a supplemental request for information, including documentation of corrections required in a statement of deficiencies, if applicable, within the time prescribed in subsection (C)(4)(b), the Department shall deny the application.
5. The Department shall issue a license or other approval if the Department determines that the applicant and facility are in substantial compliance with A.R.S. Title 36, Chapter 7.1, Article 1 and this Chapter, and the applicant submits documentation of corrections that is acceptable to the Department for any deficiencies.
6. If the Department determines that a license or other approval is to be denied, the Department shall send to the applicant a written notice of denial complying with A.R.S. § 36-888 and stating the reasons for denial and all other information required by A.R.S. §§ 36-888 and 41-1076.

R9-5-203. Fingerprinting and Background Check

- A. A licensee shall ensure that a staff member completes, signs, dates, and submits to the licensee, before the staff member's starting date of employment or volunteer service:
 1. The form required in A.R.S. § 36-883.02(C); and
 2. If required by A.R.S. § 8-804, the form in A.R.S. § 8-804(I).
- B. A licensee shall maintain documentation of a valid fingerprint clearance card issued under A.R.S. § 41-1758.03 and a valid background check document issued under ~~in~~ A.R.S. § 46-811.
- C. Except as provided in A.R.S. § 41-1758.03, a licensee shall ensure that each staff member, before starting date of employment or volunteer service, submits to the licensee a copy of the staff member's valid fingerprint clearance card, front and back, issued under A.R.S. Title 41, Chapter 12, Article 3.1.
- D. A licensee shall ensure that each staff member submits to the licensee a copy of the staff member's valid fingerprint clearance card each time the fingerprint clearance card is issued or renewed every ~~six~~ five years.

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- E. If a staff member possesses a fingerprint clearance card that was issued before the staff member became a staff member at the facility, a licensee shall:
1. Contact the Department of Public Safety before the individual becomes a staff member to determine whether the fingerprint clearance card is valid; and
 2. Document this determination, including the name of the staff member, the date of contact with the Department of Public Safety, and whether the fingerprint clearance card is valid.
- F. A licensee shall ensure that each staff member submits to the licensee a copy of the staff member's valid background check document:
1. ~~Background check document issued~~ Issued under A.R.S. § 46-811(A) ~~within 10 working days after~~ before the starting date of employment or volunteer service; and
 2. ~~Background check document each~~ Each time a background check is issued or renewed every five years.
- G. ~~If~~ As required by A.R.S. § 8-804, before an individual's starting date of employment or volunteer service, a licensee shall comply with the submission requirements in A.R.S. § 8-804(C) for the individual.
- H. A licensee shall not allow an individual to be a staff member if the individual:
1. Has been denied a fingerprint clearance card under A.R.S. Title 41, Chapter 12, Article 3.1 and has not received an interim approval under A.R.S. § 41-619.55;
 2. Has been denied a background check document that indicates the individual is not eligible for employment due to violations identified pursuant to A.R.S. § 46-811;
 3. Receives an interim approval under A.R.S. § 41-619.55 but is subsequently denied a good cause exception under A.R.S. § 41-619.55 and a fingerprint clearance card under A.R.S. Title 41, Chapter 12, Article 3.1;
 4. Is a parent or guardian of a child adjudicated to be a dependent child as defined in A.R.S. § 8-201;
 5. Has been denied or had revoked a certificate to operate a child care group home or a license to operate a child care facility for the care of children in this state or another state;
 6. Has been denied or had revoked a certification to work in a child care facility or a child care group home in this state or another state;
 7. If applicable, has stated on the form required in A.R.S. § 8-804(I) that the individual is currently under investigation for an allegation of abuse or neglect or has a substantiated allegation of abuse or neglect and has not subsequently received a central registry exception according to A.R.S. § 41-619.57; or
 8. If applicable, is disqualified from employment or volunteer service as a staff member according to A.R.S. § 8-804 and has not subsequently received a central registry exception according to A.R.S. § 41-619.57.
- I. Within 30 calendar days after the day of a staff member's or volunteer's 18th birthday, the staff member or volunteer shall provide to the licensee copies of a valid fingerprint clearance card and background check document specified in subsection (C).
- ~~J. Beginning November 1, 2021, staff members shall comply with A.R.S. § 46-811(A) and subsection (F) by November 1, 2022.~~

R9-5-204. Child Care Service Classifications

- A. The Department licenses child care facilities using the following service classifications:
1. Full-day care;
 2. Part-day care;
 3. Evening and nighttime care;
 4. Infant care;
 5. One-year-old child care;
 6. Two-year-old child care;
 7. Three-year-old, four-year-old, and five-year-old child care;
 8. School-age ~~child care~~ Out-of-school time programs; and

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9. Weekend care.

B. The Department shall designate on a facility's license each service classification that the facility is licensed to provide.

C. A licensee shall submit an application to the Department to add or change a service classification. A licensee shall not provide child care services in a service classification for which the licensee is not licensed.

R9-5-205. Submission of Licensure Fees

A licensee shall submit the following to the Department, on an annual basis, ~~and~~ no more than 60 calendar days before the anniversary date of the facility's license:

1. ~~A form provided by the Department~~ An application, in a Department-provided format that contains:
 - a. The licensee's name,
 - b. The facility's name and license number, and
 - c. Whether the licensee intends to submit the applicable fee:
 - i. With the form, or
 - ii. According to the payment plan in subsection (2)(b), and
2. Either:
 - a. The applicable fee, as specified in R9-5-206, or
 - b. One-half of the applicable fee in R9-5-206 with the form and the remainder of the applicable fee due no later than 120 calendar days after the anniversary date of the facility's license.

R9-5-206. Licensure Fees

A. Except as provided in subsection (B), the annual fees, as specified in A.R.S § 36-882, for an applicant submitting an application or a licensee submitting licensure fees are for a child care facility with a licensed capacity of:

1. ~~For a child care facility with a licensed capacity of five~~ Five to 10 children, \$330;
2. ~~For a child care facility with a licensed capacity of 11 to 59 children,~~ \$1330; and
3. ~~For a child care facility with a licensed capacity of 60 or more children,~~ \$2575.

B. The Department may discount the fee in subsection (A), based on available funding or if the applicant or licensee participates in a Department-approved program.

C. The fee for a licensee requesting an increase in a facility's licensed capacity is the difference between the applicable fee in this Section for the new licensed capacity and the applicable fee in this Section for the current licensed capacity, prorated from the date the licensee submitted the request for the increase for the number of months remaining before the facility's license anniversary date specified in R9-5-205.

R9-5-208. Changes Affecting a License

A. At least 30 calendar days before the date of a change in a facility's name, a licensee shall send the Department written notice of the name change ~~and the Department shall issue an amended license that incorporates the name change but retains the anniversary date of the current license.~~

B. At least 30 calendar days before the date of an intended change in a facility's service classification, space utilization, or licensed capacity, a licensee shall submit a written request for approval of the intended change to the Department that includes:

1. The licensee's name;
2. The facility's name, street address, city, state, zip code, mailing address, and telephone number;
3. The name, telephone number, and fax number of a point of contact for the request;
4. The facility's license number;
5. The type of change intended:
 - a. Service classification,
 - b. Space utilization, or
 - c. Licensed capacity;

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6. A narrative description of the intended change; and
 7. The following additional information, as applicable, if the intended change:
 - a. ~~If the intended change affects~~ Affects an activity area, the following information about each affected activity area, as applicable:
 - i. Identification of the activity area,
 - ii. Current and intended square footage,
 - iii. Current and intended operating hours,
 - iv. Current and intended service classification,
 - v. Current and intended licensed capacity, and
 - vi. Whether the activity area has or will have a diaper changing area;
 - b. ~~If the intended change is~~ Is to increase licensed capacity, the square footage of the outdoor activity area; and
 - c. ~~If the intended change includes~~ Includes an alteration or addition to the physical plant of a licensed facility, the following, as applicable, if the facility is:
 - i. ~~If the facility is not~~ Not located in a public school or if providing child care services to infants, one-year-old children, or two-year-old children in a facility located in a public school, the information required in R9-5-201(A)(5)(g) and (h) showing the intended change; or
 - ii. ~~If the facility is located~~ Located in a public school and provides child care only for three-year-old, four-year-old, or five-year-old, or school-age children, a set of final construction drawings or a school map, including the information required in R9-5-201(5)(j) showing the intended change.
- C. If the intended change in subsection (B) includes an increase in the licensed capacity, a licensee shall submit the fee for an increase in licensed capacity in R9-5-206(C) with the written request for approval.
- D. If requesting a diaper changing area outside an infant room or indoor activity area to allow privacy for diapering an enrolled child with a special ~~needs~~ health care need or a disability, submit a written request for an approval; and
1. For a license application, submit physical plant documents required by R9-5-201(A)(5)(h) that designate the location of the proposed diaper changing area;
 2. For a licensed facility, submit a drawing of the proposed diaper changing area to the Department before installing the diaper changing area. Within 30 calendar days after the date of the receipt of the request, the Department shall send written notice to the licensee of approval or disapproval. If the proposed diaper changing area:
 - a. Complies with A.R.S. Title 36, Chapter 7.1, Article 1 and this Chapter and provides privacy for the enrolled child with a special ~~needs~~ health care need or a disability, the Department shall approve the proposed diaper changing area; or
 - b. Does not comply with A.R.S. Title 36, Chapter 7.1, Article 1 or this Chapter or provide privacy for the enrolled child with a special ~~needs~~ health care need or a disability, the Department shall provide the licensee with the requirements necessary for the Department to approve the requested change; and
 3. Not use a diaper changing area located outside of an activity area until the Department approves the use of the diaper changing area;
- E. The Department ~~shall~~ will review a request submitted under subsection (B) according to R9-5-202. If the intended change is in compliance with A.R.S. Title 36, Chapter 7.1, Article 1 and this Chapter and any applicable fee is submitted, the Department ~~shall~~ will send the licensee written approval of the requested change or an amended license that incorporates the change but retains the anniversary date of the current license.
- F. A licensee shall not implement any change described under subsection (B) until the Department issues an approval or amended license.

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- G.** At least 30 days before the date of a change in ownership of a facility, a licensee shall send the Department written notice of the change. For the purpose of this section, “change in ownership” means a transfer of controlling legal or controlling equitable interest and authority in a facility resulting from a sale or merger of a facility. A new owner shall obtain a new license as prescribed in R9-5-201 before the new owner begins operating the facility.
- H.** A licensee changing a facility’s location shall apply for a new license as prescribed in R9-5-201.
- I.** Within 30 calendar days after a change in a controlling person, a licensee shall send the Department written notice of the change that includes:
1. The name of the licensee;
 2. A description of the change made;
 3. The name, title, street address, city, state, and zip code of each controlling person;
 4. A statement that each controlling person has not been denied a certificate to operate a child care group home or a license to operate a child care facility for the care of children in this state or another state;
 5. A statement that each controlling person has not had a certificate to operate a child care group home or a license to operate a child care facility revoked in this state or another state for reasons that relate to the endangerment of the health and safety of children;
 6. A statement that the information provided in the written notice is accurate and complete; and
 7. The signature of the licensee.
- J.** If the change in subsection (I) is a change in a controlling person who is a designated agent, a licensee shall include a copy of ~~one of the following~~ documentation for the designated agent: that complies with A.R.S. § 41-1080.
- ~~1. A U.S. passport;~~
 - ~~2. A birth certificate;~~
 - ~~3. Naturalization documents; or~~
 - ~~4. Documentation of legal resident alien status.~~
- K.** Within 30 calendar days after changing a responsible party, a licensee shall send the Department written notice of the change that includes:
1. The name of the licensee;
 2. A description of the change made;
 3. The name, title, street address, city, state, and zip code of each responsible party, if the responsible party is an individual, or each individual in the group, if the responsible party is a group of individuals; and
 4. A statement signed by the licensee stating that each individual in subsection (K)(3) has not:
 - a. ~~That each individual in subsection (K)(3) has not been~~ Been denied a certificate or license to operate a child care group home or child care facility in this state or another state, and
 - b. ~~That each individual in subsection (K)(3) has not had~~ Had a certificate or license to operate a child care group home or child care facility revoked in this state or another state for endangering the health and safety of children.

R9-5-209. Inspections; Investigations

A licensee shall:

- ~~A.1.~~ A licensee shall allow Allow the Department immediate access to all areas of the facility affecting the health, safety, or welfare of an enrolled child or to which an enrolled child has access during hours of operation, according to A.R.S. § 36-885;
2. Notify the Department within 24 hours, prior to the next business day, of business closure; and
- ~~B.3.~~ A licensee shall permit Permit the Department to interview each staff member or enrolled child as part of an investigation.

ARTICLE 3. FACILITY ADMINISTRATION

R9-5-301. General Licensee Responsibilities

- A. A licensee shall:
1. Designate a facility director who acts on behalf of the licensee and is responsible for the daily onsite operation of a facility;
 2. Submit the name of the designated facility director ~~in writing~~ a written notice to the Department before a license is issued;
 3. Except as provided in subsection (A)(4), within 10 calendar days before changing a facility director, submit written notice of the change including the new designated facility director's name and starting date;
 4. If the licensee is not aware of a change in the facility director 10 calendar days before the effective date of the change, submit written notice of the change to the Department including the new designated facility director's name and starting date within 72 hours after becoming aware of the change.
- B. A licensee shall ensure that a facility director:
1. Designates, in writing, an individual who meets the requirements of R9-5-401(2) to act on behalf of the facility director when the facility director is not present in the facility;
 2. Supervises or assigns a ~~teacher caregiver~~ child educator to supervise each staff member who does not meet the qualifications of R9-5-401(3);
 3. Prepares a dated attendance record for each day and ensures that each staff member documents on the attendance record the time of each arrival and departure of the staff member; and
 4. Maintains on the facility premises, the dated attendance record required in subsection (B)(3) for 12 months after the date on the attendance record.
- C. A licensee shall develop and implement written facility policies and procedures required for the daily onsite operation of the facility as prescribed in A.R.S. Title 36, Chapter 7.1, Article 1 and this Chapter.
- D. A licensee shall ensure that the following individuals are allowed immediate access to facility premises during hours of operation:**
1. **A parent of an enrolled child or an individual designated in writing by the parent of an enrolled child; or**
 2. **A representative of:**
 - a. **The Department,**
 - b. **The local health department,**
 - c. **Arizona Department of Child Safety, or**
 - d. **The local fire department or State Fire Marshal.**
- E. A licensee shall, ~~with the exception of individuals listed in subsection (D)(2),~~ ensure that a staff member supervises any individual ~~that~~ who is not a staff member who is on facility premises where enrolled children are present.
- F. A licensee shall ensure that a staff member submits, on or before the starting date of employment or volunteer services, ~~one of the following as evidence of freedom from infectious active tuberculosis~~ a completed self-screening form in a Department-provided format for tuberculosis screening purposes and follow recommendations for further tuberculosis testing, as applicable.:
1. ~~Documentation of a negative Mantoux skin test or other tuberculosis screening test recommended by the U.S. Centers for Disease Control and Prevention, administered within 12 months before the starting date of employment or volunteer service, that includes the date and the type of tuberculosis screening test; or~~
 2. ~~If the staff member has had a positive Mantoux skin test or other tuberculosis screening test, a written statement that the staff member is free from infectious active tuberculosis that is signed and dated by a health care provider within six months before the starting date of employment or volunteer service.~~

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- G.** A licensee shall ensure that a staff member who has current training certification in adult and pediatric first aid and CPR, as required by R9-5-403(E), is present:
1. At all times during hours of operation on facility premises,
 2. On field trips, and
 3. While transporting enrolled children in the facility's motor vehicle or a vehicle designated by the licensee to transport enrolled children.
- H.** A licensee shall prohibit the use or possession of the following items when an enrolled child is on facility premises, during hours of operation, or in any motor vehicle used for transporting an enrolled child:
1. Any beverage containing alcohol;
 2. A controlled substance as listed in A.R.S. Title 36, Chapter 27, Article 2, except where used as a prescription medication in the manner prescribed;
 3. A dangerous drug as defined in A.R.S. § 13-3401, except where used as a prescription medication in the manner prescribed;
 4. A prescription medication as defined in A.R.S. § 32-1901, except where used in the manner prescribed; or
 5. A firearm as defined in A.R.S. § 13-105.
- I.** At least once a month, and at different times of the day, a licensee shall ensure that: ~~an unannounced fire and emergency evacuation drill is conducted and each staff member and enrolled child at the facility participates in the fire and emergency evacuation drill.~~
1. An unannounced practice drill that includes evacuation, relocation, shelter-in place, and lock downs are conducted;
 2. Each staff member, volunteer, and enrolled child at the facility participates in the practice drill;
 - ~~3.~~ If applicable, accommodations are made for an enrolled child with a special need or disability child care services for a child with special needs are provided at a facility, the licensee shall provide for the enrolled child's participation in each fire and emergency evacuation drill according to the enrolled child's individualized plan as specified in R9-5-507(A)(1);
 4. If applicable, accommodations are made for an enrolled child or infant who is not yet walking; and
 - ~~2-5.~~ A licensee shall document Document each fire and emergency evacuation practice drill and maintain the documentation on facility premises for 12 months after the date of the fire and emergency evacuation practice drill.
- J.** ~~Every September, a licensee shall provide to parents of enrolled children information related to recommendations for influenza vaccinations for children.~~
- ~~K.~~J.** A licensee shall not allow a staff member who lacks proof of immunity against a disease listed in ~~A.A.C. R9-6-702(A)~~ A.A.C. R9-6-702 to be present in the facility between the start and end of an outbreak of the disease at the facility.
- ~~L.~~K.** A licensee shall ensure that the Department is notified orally or in writing within 24 hours after an enrolled child's death at the child care facility during hours of operation.

R9-5-302. Statement of Child Care Services

- ~~A.~~** A licensee shall prepare a written statement of child care services provided by the licensee that includes the following:
1. A description of the facility's child care services classifications in R9-5-204;
 2. Hours of operation;
 3. The facility's street address, city, state, zip code, mailing address, and telephone number;
 4. Child enrollment and disenrollment procedures;
 5. Charges, fees, and payment requirements for child care services;
 6. Child admission and release requirements;
 7. ~~Age appropriate discipline guidelines and methods~~ Guidelines for positive discipline reflective of age-appropriate methods for children that include clear, appropriate, consistent expectations;

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8. Transportation procedures;
9. Field trip requirements and procedures;
10. Responsibilities and participation of parents in facility activities;
11. A general description of activities and programs;
12. A description of the liability insurance required by R9-5-308 that is carried by the licensee and a statement that documentation of the liability insurance coverage is available for review on the facility premises;
13. Medication administration procedures;
14. Accident and emergency procedures;
15. A notice stating inspection reports are available onsite;
16. A provision stating that the facility is regulated by the Arizona Department of Health Services including the Department's local street address, city, state, zip code, and local telephone number;
17. The procedures for notifying a parent at least 48 hours before a pesticide is applied on a facility's premises; ~~and~~
18. A statement that a parent has access to the areas on facility premises where the parent's enrolled child is receiving child care services; ~~and~~
19. Policies and procedures for expulsion of children to include clear, appropriate, consistent expectations, including expulsion prevention strategies.

B. ~~A licensee shall provide a copy of the written statement of child care services:~~

1. ~~To the Department:~~
 - a. ~~Before the facility receives a license, and~~
 - b. ~~Every 12 months after the date of the license as required by A.R.S. § 36-883.01; and~~
2. ~~To a parent when the parent requests a copy of the written statement of child care services.~~

R9-5-303. Posting of Notices

A. A licensee shall post in a place that can be conspicuously viewed by individuals entering or leaving the facility or activity area the:

1. Facility's license;
2. Name of the facility director;
3. Name of the individual designated to act on behalf of the facility director when the facility director is not present in the facility, as prescribed by R9-5-301(B)(1);
4. Schedule of child care services fees and policy for refunding fees as prescribed by A.R.S. § 36-882(P);
5. Breakfast, lunch, dinner, and snack menus for each calendar week at the beginning of the calendar week;
6. Notice of the presence of any communicable disease or infestation listed in 9 A.A.C. 6, Article 2, ~~Table 2~~ Table 2.2, from the date of discovery through the incubation period of the communicable disease or infestation;
7. Notice of the Department's intent to deny, revoke, or suspend as prescribed by A.R.S. § 36-888 at the expiration of time in the notice for the licensee to respond;
8. Notice of an intermediate sanction imposed as prescribed by A.R.S. § 36-891.01 within 10 calendar days after the licensee received notice of the intermediate sanction;
9. Notice of a legal injunction imposed as prescribed by A.R.S. § 36-886.01 when the licensee receives the legal injunction; and
10. Notice of the availability of facility inspection reports for public viewing at the facility premises.

B. A licensee shall ensure that the licensed capacity of each indoor activity area is posted in that activity area.

C. Except as prescribed in A.R.S. § 36-898(C), a licensee shall post a notification of pesticide application in each activity area and in each entrance of a facility, at least 48 hours before a pesticide is applied on the facility's premises, containing:

1. The date and time of the pesticide application, and

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2. A statement that written pesticide information is available from the licensee upon request.

R9-5-304. Enrollment of Children

- A. A licensee shall require that a child be enrolled by the child's parent or an individual authorized in writing by the child's parent.
- B. Except as required in A.R.S. § 36-3009, before an enrolled child receives child care services, a licensee shall require the enrolled child's parent to complete ~~a Department provided an~~ Emergency, Information, and Immunization Record ~~card~~, that is no more than a two-page written notice, that and is signed by the enrolled child's parent containing:
 1. The child's name, home address, ~~city, state, zip code, home telephone number~~, sex, and date of birth;
 2. The date of the child's enrollment;
 3. The name, home address, ~~city, state, zip code~~, email address, and ~~contact~~ telephone number of each parent of the child;
 4. The name and ~~contact~~ telephone number of at least two individuals authorized by the child's parent to collect the child from the facility in case of emergency, or if the child's parent cannot be contacted;
 5. The name and ~~contact~~ telephone number of the child's health care provider;
 6. The written authorization for emergency medical care of the enrolled child;
 7. The name of the individual to be contacted in case of injury or sudden illness of the child;
 8. The written instructions of a child's parent or health care provider for the nutritional and dietary needs of the child including, if applicable, the request in ~~R9-5-509(C)(9)~~ R9-5-509(C)(14); and
 9. A written record completed by the child's parent or health care provider noting the child's susceptibility to illness, physical conditions of which a staff member should be aware, and any individual requirements for health maintenance.
- C. A licensee shall maintain a current Emergency, Information, and Immunization Record ~~card~~ for each enrolled child on facility premises in a place that provides a staff member ready access to the ~~card~~ record in the event of an emergency at, or evacuation of, the facility.
- D. When an enrolled child is disenrolled from a facility, the licensee shall:
 1. Enter the date of disenrollment on the child's Emergency, Information, and Immunization Record ~~card~~; and
 2. Maintain the records in subsection (D)(1) for 12 months after the date of disenrollment on facility premises in a place separate from the current Emergency, Information, and Immunization Record ~~cards~~. If a licensee is a school governing board, a charter school, or a person operating multiple child care facilities, the licensee may maintain disenrollment records in a single central administrative office located in the same city, town, or school attendance area as the facility.

R9-5-305. Child Immunization Requirements

- A. A licensee shall not permit an enrolled child to attend a facility until the facility receives:
 1. An immunization record for the enrolled child with the information required in 9 A.A.C. 6, Article 7, documenting that the enrolled child has received all current, age-appropriate immunizations required under 9 A.A.C. 6, Article 7:
 - a. Provided by a health care provider, or
 - b. Generated from the Arizona State Immunization Information System, which is the Department's child immunization reporting system established in A.R.S. § 36-135; or
 2. An exemption affidavit for the enrolled child provided by the enrolled child's parent that contains a statement, signed by the enrolled child's:
 - a. ~~A statement, signed by the enrolled child's health~~ Health care provider, that the immunizations required by 9 A.A.C. 6, Article 7 would endanger the enrolled child's health or medical condition; or
 - b. ~~A statement, signed by the enrolled child's parent~~ Parent, that the enrolled child is being raised in a religion whose teachings are in opposition to immunization.

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- B.** If an enrolled child has not had immunizations and is homeless, as in “homeless children and youths” according to 42 USC 11434a, initial doses should be administered within 30-calendar days, unless the enrolled child has a religious or medical exemption, as specified in subsections (A)(1) and (2). A child experiencing homelessness is permitted to enroll in the program while required documentation is obtained.
- ~~B.C.~~** A licensee shall attach an enrolled child’s written immunization record or exemption affidavit, required in subsection (A), to the enrolled child’s Emergency, Information, and Immunization Record ~~card~~, required in R9-5-304(B).
- ~~C.D.~~** A licensee shall ensure that a staff member updates an enrolled child’s written immunization record required in subsection (A)(1)(a) each time the enrolled child’s parent provides the licensee with a written statement from the enrolled child’s health care provider that the enrolled child has received an age-appropriate immunization required by 9 A.A.C. 6, Article 7.
- ~~D.E.~~** If an enrolled child’s immunization record indicates that the enrolled child has not received an age-appropriate immunization required by 9 A.A.C. 6, Article 7, a licensee shall ensure that a staff member:
1. Notifies the enrolled child’s parent in writing that the enrolled child may attend the facility for not more than 15 calendar days after the date of the notification unless the enrolled child’s parent complies with the immunization requirements in 9 A.A.C. 6, Article 7; and
 2. Documents on the enrolled child’s Emergency, Information, and Immunization Record ~~card~~ the date on which the enrolled child’s parent is notified of an immunization required by the Department.
- ~~E.F.~~** A licensee shall not allow an enrolled child who lacks proof of immunity against a disease listed in ~~A.A.C. R9-6-702(A)~~ A.A.C. R9-6-702 to attend the child care facility between the start and end of an outbreak of the disease at the facility.
- ~~F.G.~~** If a parent of an enrolled child, excluded from a child care facility because of the lack of documented immunity to a disease during an outbreak of the disease at the child care facility, submits any of the documents in A.A.C. R9-6-704 as proof of the enrolled child’s immunity to the disease, a licensee shall allow the enrolled child to attend the child care facility during the outbreak of the disease.

R9-5-306. Admission and Release of Children; Attendance Records

- A.** A licensee shall:
- ~~1. maintain~~ Maintain a dated attendance form containing an enrolled child’s name with the time of each admission and release of the enrolled child, and the parent or staff member’s signature or other unique identifier.
 - ~~1. Except as provided in subsection (A)(2), a licensee shall ensure that the attendance form is signed with at least a first initial of an individual’s first name and the individual’s last name by each enrolled child’s parent or individual designated by the enrolled child’s parent, each time the enrolled child is admitted or released.~~
 - ~~2. An electronic fingerprint verification or an electronic signature may be used in place of a signature of the enrolled child’s parent or designated individual to admit or release the enrolled child.~~
 - ~~3.2.~~ If an electronic signature is used to admit or release the enrolled child, ~~the licensee shall~~ adopt policies and procedures to ensure that the individual whose signature the electronic or digital method of identification represents is accountable for the use of the electronic or digital method;
 - ~~4.3.~~ ~~A licensee shall develop~~ Develop, document, and implement policies and procedures to ensure that the identity of an individual is known to the staff member or is verified with picture identification before releasing an enrolled child to the individual.
 - ~~5.4.~~ ~~A licensee shall not~~ Not release the enrolled child to an individual other than the enrolled child’s parent or other individual designated in writing by the enrolled child’s parent except when the enrolled child’s parent is unable to collect the enrolled child and authorizes the licensee by telephone to release the enrolled child to an individual not so designated.
 - ~~a.~~ ~~The licensee shall verify the telephone authorization using a means of verification that has been agreed upon between the licensee and the enrolled child’s parent at the time of enrollment.~~

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b. ~~The licensee shall document the means of verification in subsection (A)(5)(a) on the enrolled child's Emergency, Information, and Immunization Record card.~~

~~6.5.~~ A licensee shall ~~not~~ Not permit the self-admission or self-release of an enrolled child unless the enrolled child is of ~~school-age~~ school-age and the licensee has obtained and verified written permission from the enrolled child's parent.

~~7.6.~~ A licensee shall ~~maintain~~ Maintain the attendance form on facility premises for 12 months after the date of attendance.

B. A licensee shall:

1. Develop, document, and implement policies and procedures to ensure that a staff member maintains daily documentation of the presence of an enrolled child in an activity area that includes a method to account for any temporary absences of the enrolled child from the activity area; and
2. Maintain the documentation of the presence of enrolled children in an activity area required in subsection (B)(1) on facility premises for 12 months after the date of the documentation.

R9-5-310. Pesticides

A. A licensee shall make written pesticide information available to a parent, upon a parent's request, at least 48 hours before a pesticide application occurs on facility premises, containing the:

1. ~~The brand~~ Brand, concentration, rate of application, and any use restrictions required by the label of the herbicide or specific pesticide;
2. ~~The date~~ Date and time of the pesticide application;
3. ~~The pesticide~~ Pesticide label, which includes the written, printed, or graphic matter approved by the United States Environmental Protection Agency on or attached to, a pesticide container; and
4. ~~The name~~ Name and telephone number of the pesticide business licensee and the name of the licensed applicator, who complies with A.A.C. R3-8-201(C), providing pesticide services.

B. A licensee is exempt from the provisions in subsection (A), as prescribed by A.R.S. § 36-898(C).

ARTICLE 4. FACILITY STAFF

R9-5-401. Staff Qualifications

A licensee shall ensure that staff members meet the following qualifications for employment or volunteer service at a facility:

1. A facility director is 21 years of age or older and provides the licensee with documentation of one of the following:
 - a. At least 24 months of child care experience, a high school or high school equivalency diploma, and
 - i. Six credit hours or more in early childhood, child development, or a closely-related field from an accredited college or university; or
 - ii. At least 60 actual hours of instruction, provided in conferences, seminars, lectures, or workshops in early childhood, child development, or a closely-related field, and an additional 12 hours of instruction, provided in conferences, seminars, lectures, or workshops in the area of program administration, planning, development, or management;
 - b. At least 18 months of child care experience; and
 - i. An N.A.C., C.D.A., or C.C.P. credential; or
 - ii. At least 24 credit hours from an accredited college or university, including at least six credit hours in early childhood, child development, or a closely-related field;
 - c. At least six months of child care experience and an associate degree from an accredited college or university in early childhood, child development, or a closely-related field; or
 - d. At least three months of child care experience and a bachelor's degree from an accredited college or university in early childhood, child development, or a closely-related field;
2. A facility director's designee is 21 years of age or older and provides the licensee with documentation of one of the following:
 - a. At least 12 months of child care experience, a high school or high school equivalency diploma; and
 - i. Three credit hours or more in early childhood, child development, or a closely-related field from an accredited college or university; or
 - ii. At least 30 actual hours of instruction, provided in conferences, seminars, lectures, or workshops in early childhood, child development, or a closely-related field;
 - b. At least 12 months of child care experience; and
 - i. An N.A.C., C.D.A., or C.C.P. credential; or
 - ii. At least 24 credit hours from an accredited college or university, including at least six credit hours in early childhood, child development, or a closely-related field;
 - c. At least six months of child care experience and an associate degree from an accredited college or university in early childhood, child development, or a closely-related field; or
 - d. At least three months of child care experience and a bachelor's degree from an accredited college or university in early childhood, child development, or a closely-related field;
3. A ~~teacher-caregiver~~ child educator is 18 years of age or older and provides the licensee with documentation of one of the following:
 - a. Six months of child care experience if working with enrolled children five years old and younger, or three months of child care experience if working with school-aged children; and
 - i. A high school diploma or high school equivalency diploma; or
 - ii. At least 12 credit hours from an accredited college or university, including at least six credit hours in early childhood, child development, or a closely-related field;
 - b. Associate or bachelor's degree from an accredited college or university in early childhood, child development, or a closely-related field; or

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- c. N.A.C., C.D.A., or C.C.P. credential;
4. An assistant ~~teacher-caregiver~~ child educator is 16 years of age or older and provides the licensee with documentation of one of the following:
 - a. Current and continuous enrollment in high school or a high school equivalency class;
 - b. High school or high school equivalency diploma;
 - c. Enrollment in vocational rehabilitation, as defined in A.R.S. § 23-501; or
 - d. Employment or service as a volunteer in a licensed child care facility as a teacher-caregiver aide for 12 months; ~~or~~
 - e. Service as a volunteer in a child care facility for 12 months;
5. A ~~teacher-caregiver~~ child educator aide is 16 years of age or older;
6. A student-aide provides the licensee with documentation of participation in:
 - a. An educational, curriculum-based course in child development, parenting, or guidance counseling; or
 - b. A vocational education or occupational development program; and
7. A volunteer is 15 years of age or older.

R9-5-403. Training Requirements

- A.** Within 10 calendar days of the starting date of employment or volunteer service, a licensee shall provide, and each staff member who provides child care services shall complete, training for new staff members that includes all of the following:
1. Facility philosophy and goals;
 2. Names and ages of and developmental expectations for enrolled children for whom the staff member will provide child care services;
 3. Health needs, nutritional requirements, any known allergies, and information about adaptive devices of enrolled children for whom the staff member will provide child care services;
 4. Lesson plans;
 5. Child guidance and methods of positive discipline, including separation;
 6. Hand washing techniques;
 7. Diapering techniques and toileting, if assigned to diaper changing duties;
 8. Food preparation, service, sanitation, and storage, if assigned to food preparation;
 9. If a staff member is assigned to feeding infants, the preparation, handling, and storage of infant formula and breast milk;
 10. Recognition of signs of illness and infestation;
 11. Child abuse or neglect detection, prevention, and reporting;
 12. Accident and emergency procedures;
 13. Staff responsibilities as required by A.R.S. Title 36, Chapter 7.1, Article 1 and this Chapter;
 14. Sun safety policies and procedures;
 15. Safety in outdoor activity areas;
 16. Transportation procedures, if applicable; ~~and~~
 17. Field trip procedures, if applicable; ~~and~~
 18. Infant tummy time, if applicable;
 19. Prevention of sudden infant death syndrome and use of safe sleeping practices, if applicable; and
 20. Prevention of shaken baby syndrome, pediatric abusive head trauma, and child maltreatment.
- B.** A licensee shall ensure that:

1. Each staff member who provides child care services completes ~~18~~ 24 or more ~~actual clock~~ hours of training every 12 months after the effective date of this Chapter or the staff member's starting date of employment or volunteer service in at least two topics listed ~~in this subsection below~~:
 - a. Child growth and development, including:
 - i. Infant growth and development, ~~which may include~~ including sudden infant death syndrome prevention and safe sleeping practices;
 - ii. Brain development;
 - ~~iii. Developmental psychology~~ Basic child development, including cognitive, social, emotional, and physical, as well as approaches to learning;
 - ~~iv.~~ Language development;
 - ~~v.~~ Observation and child assessment;
 - ~~vi.~~ Developmentally-appropriate activities;
 - ~~vii.~~ Child guidance and methods of positive discipline which may include ~~training on the appropriate techniques to prevent a child from harm or to prevent the child from harming others~~ techniques to promote healthy social-emotional development and reduce challenging behaviors; ~~and or~~
 - ~~viii.~~ Developmentally-appropriate activity areas;
 - b. Health and safety issues, including:
 - i. Accident and emergency procedures, including CPR and first aid for infants and children;
 - ii. Recognition of signs of illness and infestation;
 - iii. Nutrition and developmentally-appropriate eating habits;
 - iv. Child abuse detection, reporting, and prevention;
 - v. Safety of indoor and outdoor activity areas; ~~and~~
 - vi. Sun safety policies and procedures;
 - vii. Water safety;
 - viii. Prevention and control of infectious diseases, including immunization;
 - ix. Prevention and response to emergencies due to food and allergic reactions, including anaphylactic shock;
 - x. Building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic;
 - xi. Emergency preparedness, response, and recovery planning for emergencies resulting from a natural disaster or a human-caused event;
 - xii. Administration of medication, consistent with standards for parental or guardian consent;
 - xiii. Handling and storage of hazardous materials and the appropriate disposal of biocontaminants;
 - xiiii. Prevention of shaken baby syndrome, pediatric abusive head trauma, and child maltreatment; or
 - xv. Physical restraint techniques.
 - c. Program administration, planning, development, or management; and
 - d. Availability of community services and resources, including those available to children with a special ~~needs~~ health care need or a disability; and
2. As part of the required ~~18~~ 24 hours of training in subsection (B)(1):
 - a. A staff member who has less than 12 months of child care experience before the staff member's starting date, completes at least 12 hours in one or more of the topics in subsection (B)(1)(a) in the staff member's first 12 months at the facility;

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- b. A staff member who has 12 months or more of child care experience, completes at least six hours in one or more of the topics in subsection (B)(1)(a) every 12 months after the staff member’s starting date;
 - c. A staff member who provides child care services to an infant completes at least six hours in subsection (B)(1)(a)(i) every 12 months after the staff member’s starting date; and
 - d. A facility director completes at least six hours in subsection (B)(1)(c) every 12 months after the facility director’s starting date.
 - e. A child educator for school-aged children shall complete six of the 24 hours of training within the first three months of hire.
- C. A licensee shall ensure that documentation of a staff member’s completion of training required by subsection (A) is signed by the facility director and dated.
- D. A licensee shall ensure that a staff member submits to the licensee documentation of training received as required by subsection (B) to the licensee as the training is completed.
- E. A licensee shall ensure that a staff member, ~~as~~ required by R9-5-301(G) ~~meets all of the following:~~
- 1. ~~The staff member obtains~~ Obtains adult and pediatric first aid training certification specific to infants and children;
 - 2. ~~The staff member obtains~~ Obtains adult and pediatric CPR training certification specific to infants and children, which includes a demonstration of the staff member’s ability to perform CPR;
 - 3. ~~The staff member maintains~~ Maintains current training certification in adult and pediatric first aid and CPR; and
 - 4. ~~The staff member provides~~ Provides the licensee with a copy of the front and back of the current card issued to the staff member upon completing adult and pediatric first aid and CPR training as proof of completion of the requirements of this subsection.

R9-5-404. Staff-to-Children Ratios

- A. A licensee shall ensure that at least the following staff-to-children ratios and group sizes are maintained at all times when providing child care services to enrolled children:

<i>Age Group</i>	<i>Staff: Children</i>	<i>Group Size</i>
Infants	1:5 or 2:11	<u>10</u>
1-year-old children	1:6 or 2:13	<u>12</u>
2-year-old children	1:8	<u>16</u>
3-year-old children	1:13	<u>26</u>
4-year-old children	1:15	<u>30</u>
5-year-old children not school-age	1:20	<u>40</u>
School-age children	1:20	<u>40</u>

- B. A licensee shall:
- 1. Determine and maintain the required staff-to-children ratio for each group of enrolled children based on the age of the youngest child in the group; and
 - 2. ~~Allow a volunteer~~ Only allow an individual qualified as a director, ~~teacher-caregiver~~ child educator, or ~~assistant-teacher-caregiver~~ an assistant child educator to be counted as staff in staff-to-children ratios; ~~and~~
 - 3. ~~Not allow a student aide or an individual qualified as a teacher-caregiver aide to be counted as staff in staff-to-children ratios.~~
- C. A licensee shall ensure that when there are:

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1. ~~When there are six~~ Six or more enrolled children present in a facility, the following individuals are present in the facility:
 - a. A facility director or a director's designee who meets the requirements in R9-5-401 for a director's designee, and
 - b. One additional staff member;
 2. ~~When five~~ Five or fewer enrolled children are present in a facility, the facility director or director's designee who meets the requirements in R9-5-401 is present in the facility, and an additional staff member is available by telephone or other equally expeditious means and able to reach the facility within 15 minutes after notification; and
 3. ~~When six~~ Six or more enrolled children are present in a facility, an infant is not placed for supervision with a child who is not an infant.
- D.** A licensee shall ensure that a staff member assigned to provide child care services to enrolled children does not perform duties that may affect the staff member's ability to provide child care services to the enrolled children.
- E.** In addition to maintaining the required staff-to-children ratios, a licensee shall ensure that:
1. Staff members are present on facility premises to perform facility administration, food preparation, food service, and maintenance responsibilities; and
 2. Facility maintenance does not depend on the work of enrolled children.
- F.** If a licensee conducts swimming activities at a swimming pool, the licensee shall ensure that there is a lifeguard on the premises who has current lifeguard certification that includes a demonstration of the lifeguard's ability to perform CPR. If the lifeguard is a staff member, the staff member cannot be counted in the staff-to-children ratios required by subsection (A).

ARTICLE 5. FACILITY PROGRAM AND EQUIPMENT

R9-5-501. General Child Care Program, Equipment, and Health and Safety Standards

A. A licensee shall ensure that:

1. In addition to complying with the requirements in this Chapter, the health, safety, or welfare of an enrolled child is not placed at risk of harm;
- ~~2.~~ The facility does not allow enrolled children to mix with non-enrolled children on licensed facility premises;
- ~~2.3.~~ Except for an enrolled school-age child For enrolled infants and children five-years or younger, drinking water is available to meet the needs of provided sufficient for the needs of and accessible to each enrolled child in both indoor and outdoor activity areas;
- ~~3.4.~~ For an enrolled school-age child, if drinking water is not accessible in an indoor or outdoor activity area, drinking water sufficient to meet the individual needs of each enrolled school-aged child is available;
- ~~4.5.~~ An enrolled child is placed in an age-appropriate or developmentally-appropriate group;
- ~~5.6.~~ Indoor activity areas used by enrolled children are decorated with age-appropriate articles such as mirrors, bulletin boards, pictures, and posters;
- ~~6.7.~~ Age-appropriate toys, materials, and equipment are provided to enable each enrolled child to participate in an activity;
- ~~7.8.~~ Storage space is provided in the facility for indoor and outdoor toys, materials, and equipment in areas accessible to enrolled children;
- ~~8.9.~~ Clean clothing is available to an enrolled child when the enrolled child needs a change of clothing;
- ~~9.10.~~ If a staff member places an enrolled child in a feeding chair when feeding the enrolled child the:
 - a. ~~The feeding~~ Feeding chair is constructed to prevent toppling;
 - b. ~~The tray~~ Tray or feeding surface of the feeding chair is smooth and free of cracks; and
 - c. ~~The staff~~ Staff member:
 - i. Cleans the feeding chair before and after each enrolled child's use;
 - ii. Sanitizes the tray or feeding surface before and after each enrolled child's use; and
 - iii. If the feeding chair was manufactured with a safety strap, fastens the feeding chair's safety strap while the enrolled child is in the feeding chair;
- ~~10.11.~~ For enrolled children one to five years old, at At least one indoor activity area in the facility is equipped with at least one cot or mat, a sheet, and a blanket, where an enrolled child can rest quietly away from other enrolled children;
- ~~11.~~ ~~Outdoor activities are scheduled to allow not less than 75 square feet for each enrolled child occupying the facility's outdoor activity area or indoor activity area substituted for outdoor activity area at any time;~~
12. The facility premises, including the buildings, are maintained free from hazards;
13. Toys and play equipment, required in this Article, are maintained:
 - a. Free from hazards, and
 - b. In a condition that allows the toy or play equipment to be used for the original purpose of the toy or play equipment;
14. Temperatures are maintained between 68° F and 82° F in each room used by enrolled children;
- ~~15.~~ ~~Except when an enrolled child is napping or sleeping, each room used by an enrolled child is maintained at a minimum of 30 foot candles of illumination;~~
- ~~16.15.~~ When an enrolled child is napping or sleeping in a room, the room is maintained at a minimum of 5 foot candles of illumination In rooms used for napping, the lighting must be dim during nap time to promote an atmosphere conducive to sleep but must be bright enough for supervision of children;

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- ~~17-16.~~ Each enrolled child's toothbrush, comb, washcloth, cloth towel, and clothing ~~is~~ are maintained in a clean condition and stored in an identified space separate from those of other enrolled children;
- ~~18-17.~~ Each enrolled child's pacifier is labeled with an identifier that is specific to the enrolled child and maintained in a clean condition;
- ~~19-18.~~ Except as provided in subsection (A)(20), the following are stored separate from food storage areas and are inaccessible to an enrolled child:
- All materials and chemicals labeled as a toxic or flammable substance;
 - All substances that have a child warning label and may be a hazard to a child; and
 - Lawn mowers, ladders, toilet brushes, plungers, and other facility equipment that may be a hazard to a child;
- ~~20-19.~~ Hand sanitizers ~~when being:~~
- ~~When being stored~~ Stored, are stored separate from food storage areas and are inaccessible to enrolled children; and
 - ~~When being provided~~ Provided for use, are accessible to enrolled children; and
- ~~21-20.~~ Except when used as part of an activity, the following are stored in an area inaccessible to an enrolled child:
- Garden tools, such as a rake, trowel, and shovel; and
 - Cleaning equipment and supplies, such as a mop and mop bucket.
- B.** ~~A toy or piece of play equipment, which is free from hazards and in a condition that does not allow the toy or play equipment to be used for the toy or play equipment's original purpose, may be in an activity area but is not counted as one of the toys or play equipment required in this Article.~~
- C.B.** A licensee shall ensure that a staff member:
- Supervises each enrolled child at all times;
 - Does not smoke, vape, or use tobacco:
 - On facility premises, except in designated areas separated from the children; or
 - On a field trip or when transporting an enrolled child;
 - Does not smoke marijuana or use marijuana, as specified in A.R.S. § 36-894;
- ~~3-4.~~ Except for an enrolled child who can change the enrolled child's own clothing, changes an enrolled child's clothing when wet or soiled;
- ~~4-5.~~ For enrolled children 12-months and older, except ~~Except~~ as provided in ~~subsection (D)~~ subsection (C), prepares, ~~and posts, and implements~~ in each indoor activity area, a current schedule of children's age-appropriate activities, including the times the following are provided:
- Meals and snacks;
 - Naps;
 - Indoor activities;
 - Outdoor If weather and air quality permit, outdoor or large muscle development activities;
 - Quiet and active activities;
 - Teacher-directed activities;
 - Self-directed activities;
 - Activities for individuals, groups of five or fewer children, and groups of six or more children; and
 - Activities that develop small muscles;
- ~~5-6.~~ For enrolled children five-years or younger, and except ~~Except~~ as provided in ~~subsection (D)~~ subsection (C), prepares, ~~and posts, and implements~~ a dated lesson plan in each indoor activity area for each calendar week, which is maintained on facility premises for 12 months after the lesson plan date and provides opportunities for each child to:

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- a. Gain a positive self-concept;
 - b. Develop and practice social skills;
 - c. Think, reason, question, and experiment;
 - d. Acquire language skills;
 - e. Develop physical coordination skills;
 - f. Participate in structured large muscle physical activity;
 - g. Develop habits that meet health, safety, and nutritional needs;
 - h. Express creativity;
 - i. Learn to respect cultural diversity of children and staff;
 - j. Learn self-help skills; and
 - k. Develop a sense of responsibility and independence;
- ~~6-7.~~ If an activity in the lesson plan required in subsection (C)(5) includes screen time, include in the lesson plan the duration of the screen time in minutes;
- ~~7.~~ ~~Except as provided in subsection (C)(8), implements the schedule in subsection (C)(4) and lesson plan in subsection (C)(5);~~
8. If the schedule in subsection (C)(4) or lesson plan in subsection (C)(5) is not implemented, writes on the schedule or the lesson plan the activity that is implemented;
9. Does the following when a parent permits or asks a staff member to apply personal products on an enrolled child, such as petroleum jelly, diaper rash ointments, sun screen or sun block preparations, toothpaste, and baby diapering preparations:
- a. Obtains the enrolled child's personal products from the enrolled child's parent or, if the licensee provides the personal products for use by the enrolled child, obtains written approval for use of the products from the enrolled child's parent;
 - b. Labels the personal products with the enrolled child's name; and
 - c. Keeps the personal products inaccessible to enrolled children;
- ~~10.~~ ~~When a parent permits, allows an enrolled school-age child to possess and use a topical sunscreen product without a note or prescription from a licensed health care professional.~~
- ~~11-10.~~ In an indoor activity area that does not have a diaper changing area:
- a. Stores an enrolled child's wet or soiled clothing in a sealed plastic bag labeled with the enrolled child's name; and
 - b. Sends an enrolled child's wet or soiled clothing home with the enrolled child when the facility releases the enrolled child to the enrolled child's parent; and
- ~~12-11.~~ Monitors an enrolled child for overheating or overexposure to the sun. If the enrolled child exhibits signs of overheating or overexposure to the sun, a staff member who has the first aid training required by R9-5-403(E) shall evaluate and treat the enrolled child.
- ~~D-C.~~ A licensee is not required to have a schedule required in subsection (C)(4) or a lesson plan required in subsection (C)(5) for an indoor activity area that is approved and used:
1. By enrolled children only for:
 - a. Snacks or meals, or
 - b. A specific activity,
 2. To provide child care services to infants, or
 3. As a substitute for an outdoor activity area.
- R9-5-502. Supplemental Standards for Infants**

- A. A licensee providing child care services for infants shall:
1. Provide a wall-enclosed room for infants that provides exits required by R9-5-601(1);
 2. Provide age-appropriate active and quiet activities for each infant;
 3. Provide age-appropriate indoor and outdoor activities for each infant;
 4. Permit an infant to maintain the infant's pattern of sleeping and waking;
 5. Develop, document, and implement tummy time policies and procedures that:
 - a. Provide an opportunity for a non-crawling infant to experience tummy time each day:
 - i. While the infant is awake, and
 - ii. On the infant's stomach;
 - b. Ensure a staff member who is supervising a non-crawling infant while the infant is flat on their stomach and on the floor:
 - i. Is within reach of the infant;
 - ii. Does not perform any other duties while supervising the infant;
 - iii. Does not allow the use of pillows, comforters, sheepskins, stuffed toys, or other soft products in the same floor space as the infant; and
 - iv. Does not allow any product specified in subsection (A)(5)(b)(iii) to be within reach of the infant;
 - c. Require continuous interaction between a non-crawling infant and the staff member who is supervising the non-crawling infant during tummy time;
 - d. Ensure, as an infant demonstrates ability and strength to control physical movement and greater sensory perception and social interaction, an assigned staff member provide a tummy-time period to a:
 - i. ~~A~~ 2 - 3 month old infant of no more than 15 minutes;
 - ii. ~~A~~ 3 - 4 month old infant of no more than 20 minutes; and
 - iii. ~~A~~ 5 - 6 month old infant of 20 minutes; and
 - e. Ensure a non-crawling infant's tummy time period specified in subsection (A)(5)(d):
 - i. Is determined by the assigned staff member's assessment of the infant;
 - ii. Is gradually increased as the infant's ability, strength, and perception increases; and
 - iii. Does not exceed tummy time periods specified in subsection (5)(D)(i) through (iii).
 6. Provide an outdoor activity area or an indoor activity area for large muscle development substituted for an outdoor activity area that is used by infants when enrolled children older than infants are not present;
 7. Provide space, materials, and equipment in an infant room that includes the following:
 - a. An area with nonabrasive flooring for sitting, crawling, and playing;
 - b. Toys, materials, and equipment, that are too large for a child to swallow and free from sharp edges and points, in a quantity sufficient to meet the needs of the infants in attendance that include:
 - i. Toys to enhance physical development such as toys for stacking, pulling, and grasping;
 - ii. Soft toys;
 - iii. Books;
 - iv. Toys to enhance visual development such as crib mobiles and activity mats with an object or objects suspended above the infant's head; and
 - v. Unbreakable mirrors; and
 - c. At least one adult-size chair for use by a:
 - i. Staff member when holding or feeding an infant, or
 - ii. Nursing mother when breastfeeding her infant;
 8. Provide a crib for each infant that:

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- a. Has bars or openings spaced no more than 2 3/8 inches apart and a crib mattress measured to fit not more than 1/2 inch from the crib side;
 - b. Has a commercially waterproofed mattress; and
 - c. Is furnished with only a clean, sanitized, crib-size bedding, including a bottom fitted sheet and top sheet or a blanket;
9. Prohibit the use of stacked cribs;
10. Ensure that an occupied crib with a crib side that does not have a non-porous barrier is placed at least 2 feet from another occupied crib side that does not have a non-porous barrier; and
11. Label each food container received from the parent with the infant's name.
- B.** A licensee providing child care services for infants shall not:
1. Allow an infant room to be used as a passageway to another area of the facility;
 2. Permit an infant who is awake to remain for more than 30 consecutive minutes in a crib, swing, feeding chair, infant seat, or any equipment that confines movement;
 3. Permit an infant to use a walker;~~or~~
 4. Allow screen time in an infant room;
 5. Shake an infant or child, or cause pediatric abusive head trauma
 6. Permit an infant to sleep with other children; or
 7. Permit an infant to sleep in a playpen, pack and play, car seat, stroller, swing, bouncer, high chair, or other equipment not intended for sleep purposes.
- C.** A licensee shall ensure that:
1. A staff member providing child care services in an infant room:
 - a. Plays and talks with each infant;
 - b. Holds and rocks each infant;
 - c. Responds immediately to each infant's distress signals;
 - d. Keeps dated and timed, daily, documentation of each infant including:
 - i. A description of any activities the infant participated in,
 - ii. The infant's food consumption,
 - iii. Diaper changes, and
 - iv. Tummy time;
 - e. Maintains the documentation in subsection (C)(1)(d) on facility premises for 12 months after the date on the documentation;
 - f. Provides a copy of the documentation in subsection (C)(1)(d) to the infant's parent upon request;
 - g. Does not allow bumper pads, pillows, comforters, sheepskins, stuffed toys, or other soft products in a crib when an infant is in the crib;
 - h. Cleans and sanitizes each crib and mattress used by an infant when soiled;
 - i. Changes, cleans, and sanitizes each crib sheet ~~and blanket~~ before use by another infant, when soiled, or at least once every 24 hours;
 - ~~j.~~ Cleans and sanitizes all sheets and blankets before use by another infant;
 - ~~k.~~j. Places an infant to sleep on the infant's back, unless the infant's parent submits written instructions from the infant's health care provider that states otherwise;
 - ~~k.~~k. Obtains written, current, signed, and dated dietary instructions from a parent or health care provider regarding the method of feeding and types of foods to be prepared or fed to an infant at the facility;

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- ~~m.l.~~ Posts the current written dietary instructions in the infant room and the kitchen and maintains the instructions on facility premises for 12 months after the date of the instructions; and
- ~~m.m.~~ Follows the current written dietary instructions of a parent when feeding the infant;
- 2. A staff member providing child care services in an infant room does not:
 - a. Place an infant directly on a waterproof mattress cover; or
 - b. Place an infant to sleep using a positioning device that restricts movement, unless the infant's health care provider has instructed otherwise in writing;
- 3. When preparing, using, or caring for an infant's feeding bottles, a staff member:
 - a. Labels each bottle received from the parent with the infant's name;
 - b. Ensures that a bottle is not:
 - i. Heated in a microwave oven;
 - ii. Propped for an infant feeding; or
 - iii. Permitted in an infant's crib unless the written instructions required by subsection (C)(1)(l) state otherwise;
 - c. Empties and rinses bottles previously used by an infant; and
 - d. Cleans and sanitizes a bottle, bottle cover, and nipple before reuse; and
- 4. When feeding an infant, a staff member:
 - a. Provides an infant with food for growth and development that includes:
 - i. Formula provided by the infant's parent or the licensee or breast milk provided by the infant's parent, following written instructions required by subsection (C)(1)(l); and
 - ii. Cereal as requested by the infant's parent or health care provider;
 - b. If the staff member prepares an infant's formula, prepares the infant's formula in a sanitary manner;
 - c. Stores formula and breast milk in a sanitary manner at the facility;
 - d. Does not mix cereal with formula and feed it to an infant from a bottle or infant feeder unless the written instructions required by subsection (C)(1)(l) state otherwise;
 - e. Except for finger food, feeds solid food to an infant by spoon from an individual container;
 - f. Uses a separate container and spoon for each infant;
 - g. Holds and feeds an infant under 6 months of age and an infant older than 6 months of age who cannot hold a bottle for feeding; and
 - h. If an infant is no longer being held for feeding, ~~seats~~ seat the infant in a feeding chair or at a table with a chair that allows the infant to reach the food while sitting.

R9-5-503. Standards for Children Needing Diaper Changing

- A. A licensee shall ensure that each diaper changing area required in R9-5-601(4) contains:
 - 1. A nonabsorbent, sanitizable diaper changing surface that is:
 - a. Seamless and smooth, and
 - b. Kept clear of items not required for diaper changing;
 - 2. A hand-washing sink next to the diaper changing surface for staff use when changing diapers and for washing an enrolled child during or after diapering, that provides:
 - a. Running water between 86° F and 110° F,
 - b. Soap from a dispenser, and
 - c. Single-use paper hand towels from a dispenser;
 - 3. At least one waterproof, sanitizable container with a waterproof liner and a tight fitting lid for soiled diapers; and
 - 4. At least one waterproof, sanitizable container with a waterproof liner and a tight fitting lid for soiled clothing.

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- B.** A licensee shall ensure that a staff member does not:
1. Permit a bottle, formula, food, eating utensil, or food preparation in a diaper changing area;
 2. Draw water for human consumption from a diaper changing area sink; or
 3. ~~Except as provided in subsection (C), if responsible for food preparation, change~~ Change diapers until food preparation duties have been completed for the day.
- ~~**C.** A staff member who provides child care services to an infant:~~
- ~~1. May throughout the time the staff member provides child care services to the infant:~~
 - ~~a. Change the infant's diaper, and~~
 - ~~b. Prepare the infant's formula or cereal; and~~
 - ~~2. Is prohibited from other food preparation after changing the infant's diaper.~~
- ~~**D.C.** A licensee shall ensure that a written diaper changing procedure is posted and implemented in each diaper changing area.~~
- ~~**E.D.** A licensee shall ensure that the written diaper changing procedure in ~~subsection (D)~~ subsection (C) states that an enrolled child's diaper is changed as soon as it is soiled, and that a staff member, when diapering:~~
1. Uses a separate wash cloth and towel only once for each enrolled child;
 2. Washes and dries the enrolled child using the enrolled child's individual personal products labeled with the enrolled child's name;
 3. Uses single-use non-porous gloves;
 4. Washes the staff member's own hands with soap and running water between 86° F and 110° F before and after each diaper change;
 5. Washes each enrolled child's hands with soap and running water between 86° F and 110° F after each diaper change;
 6. Cleans, sanitizes, and dries the diaper changing surface following each diaper change; and
 7. Uses single-use paper towels from a dispenser to dry the diaper changing surface or the hands of the enrolled child or staff member.
- ~~**F.E.** A licensee shall ensure that in an activity area with a diaper changing area:~~
1. ~~The ~~containers~~ container required in ~~subsections~~ subsection (A)(3) and (4) are inaccessible, and~~
 2. A staff member:
 - a. Documents each diaper change with the date and time, for an:
 - i. ~~For an infant~~ Infant, in the infant's dated, daily, documentation required in R9-5-502(C)(1)(d); or
 - ii. ~~For an enrolled~~ Enrolled child who is not an infant, in a dated diaper changing log.
 - b. Maintains the diaper changing log on facility premises for 12 months after the date of the diaper changing log;
 - c. Empties clothing soiled with feces into a flush toilet without rinsing;
 - d. Places an enrolled child's clothing soiled by feces or urine in a plastic bag labeled with the enrolled child's name, stores the clothing in a container used for this purpose, and sends the clothing home with the enrolled child's parent; and
 - e. Removes disposable diapers and disposable training pants from a diaper changing area as needed or at least twice every 24 hours to a waste receptacle outside the facility building.

R9-5-504. Supplemental Standards for 1-year-old and 2-year-old Children

- A.** A licensee providing child care services for 1-year-old and 2-year-old children shall:
1. Ensure that a staff member does not permit a 1-year-old or 2-year-old enrolled child who is awake to spend more than 30 minutes of consecutive time in a crib, feeding chair, or other place of confinement;
 2. Consult with each enrolled child's parent to develop a plan for an individual plan for toilet training of the enrolled child and ensure that a staff member does not force toilet training on any enrolled child;

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3. Ensure that each activity area has a supply of age-appropriate toys, materials, and equipment that are too large for a child to swallow and free from sharp edges and points, in a quantity sufficient to meet the needs of the enrolled children in attendance including:
 - a. Art supplies,
 - b. Books,
 - c. Rubber or soft plastic balls,
 - d. Puzzles and toys to enhance manipulative skills,
 - e. Blocks,
 - f. Washable soft toys and dolls,
 - g. Musical instruments, and
 - h. Indoor and outdoor equipment to enhance large muscle development;
4. Prohibit screen time in an activity area where child care services are provided to a 1-year-old child; ~~and~~
5. Not permit a 1-year-old or 2-year-old enrolled child to sleep with other children;
6. Not permit a 1-year-old or 2-year-old enrolled child to sleep in a playpen, pack and play, car seat, stroller, swing, bouncer, high chair, or other equipment not intended for sleep purposes;
7. Not shake a child or cause pediatric abusive head trauma;
8. Use routine activities such as nap time, feeding, diapering, and toileting as opportunities for language development and other learning; and
- ~~5-9.~~ Ensure that:
 - a. If finger food is served, the food is of a size and texture that does not present a choking hazard;
 - b. A staff member serves food to an enrolled child in a feeding chair or at a table with a chair that allows the enrolled child to reach the food while sitting;
 - c. If a child is fed with a bottle, a staff member complies with the requirements in R9-5-502(C)(3); and
 - d. If a parent brings a sippy cup for the parent's enrolled child, the sippy cup, as in a lidded drinking container that is designed to be leak proof or leak-resistant and from which a child drinks through a spout or straw, is labeled with the enrolled child's name.

R9-5-505. Supplemental Standards for 3-year-old, 4-year-old, and 5-year-old Children

- A. A licensee providing child care services for 3-year-old, 4-year-old, and 5-year-old children shall provide a supply of age-appropriate toys, materials, and equipment accessible to enrolled children in each activity area in a quantity sufficient to meet the needs of the enrolled children in attendance including:
1. Art supplies,
 2. Blocks,
 3. Books and posters,
 4. Toys and dress-up clothes,
 5. Indoor and outdoor equipment to enhance large muscle development,
 6. Puzzles and toys to enhance manipulative and categorization skills,
 7. Science materials, and
 8. Musical instruments.
- B. If applicable, a licensee providing child care services for 3-year-old, 4-year-old, and 5-year-old children shall consult with each enrolled child's parent to develop an individual plan for individual toilet training of the enrolled child and ensure that a staff member does not force toilet training on any enrolled child.

R9-5-506. Supplemental Standards for School-age Children Out-of-School Time Programs

- A. A licensee providing child care services for school-age children shall:

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1. Ensure that a staff member supervises an enrolled school-age child to and from a bathroom and allows the enrolled child privacy while in the bathroom;
2. Ensure that if an enrolled child remains in the bathroom for more than three minutes, the supervising staff member checks on the enrolled child to ensure the child's safety;
3. Provide age-appropriate toys, materials, and equipment accessible to enrolled children in each activity area in a quantity sufficient to meet the needs of the enrolled children in attendance including:
 - a. Arts and crafts,
 - b. Games,
 - c. Puzzles and toys to enhance manipulative skills,
 - d. Books,
 - e. Science materials,
 - f. Sports equipment, and
 - g. Outdoor play equipment; ~~and~~
4. Provide enrolled school-age children with a quiet study area;
5. Ensure that if drinking water is not accessible in an indoor or outdoor activity area, drinking water is available to meet the individual needs of each enrolled school-aged child; and
6. Ensure that, when a parent permits, a staff member allows an enrolled school-age child to possess and use a topical sunscreen product without a note or prescription from a licensed health care professional.

B. A school-age out-of-school time program provider shall:

1. Operate after school, before school, or during a time when school is not in session;
2. Serve school-age children; and
3. Promote expanded childhood learning, enrichment, child and youth development, or educational, recreational, or character-building activities.

R9-5-507. Supplemental Standards for Children with a Special Needs Health Care Need or a Disability

- A.** A licensee providing child care services for a child with a special ~~needs~~ health care need or a disability shall:
1. Except as provided in subsection (A)(2), before a child with a special ~~needs~~ health care need or a disability receives child care services, obtain from the enrolled child's parent a copy of an existing individualized plan for the enrolled child that can be reviewed, adopted, and implemented by the licensee when providing child care services to the enrolled child that includes the following as needed for the enrolled child:
 - a. Medication schedule;
 - b. Nutrition and feeding instructions;
 - c. Qualifications required of a staff member who feeds the enrolled child;
 - d. Medical equipment or adaptive devices;
 - e. Medical emergency instructions;
 - f. Toileting and personal hygiene instructions;
 - g. Specific child care services to be provided to the enrolled child at the facility;
 - h. Information from health care providers, including the frequency and length of any prescribed medical treatment or therapy;
 - i. Training required of a staff member to care for the enrolled child's a special ~~needs~~ health care need or a disability; and
 - j. Participation in fire and emergency evacuation practice drills;
 2. If an enrolled child with a special ~~needs~~ health care need or a disability does not have an existing individualized plan, obtain from the enrolled child's parent written instructions for providing services to the enrolled child until a written

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- individualized plan required in subsection (A)(1) is developed by a team consisting of staff members, the enrolled child's parent, and health care providers, if applicable, that is completed within 30 calendar days after the enrolled child's initial date of receiving child care services;
3. Maintain an enrolled child's current individualized plan on facility premises and if the current individualized plan was developed according to subsection (A)(2), provide a copy to the enrolled child's parent; and
 4. Ensure the individualized plan is updated at least every 12 months after the date of the initial plan or as changes occur.
- B.** If an enrolled child with a special ~~needs~~ health care need or a disability who is 18 months of age or older and does not walk is placed in an infant group, a licensee may move the enrolled child after the enrolled child's parent and licensee determine that the proposed move is developmentally-appropriate.
- C.** A licensee shall ensure that:
1. When tube feeding an enrolled child, a staff member only uses:
 - a. Commercially prepackaged formula in a ready-to-use state,
 - b. Formula prepared by the enrolled child's parent and brought to the facility in an unbreakable container, or
 - c. Breast milk brought to the facility in an unbreakable container; and
 2. Only a staff member instructed by an enrolled child's parent or individual designated by the enrolled child's parent:
 - a. Feeds the enrolled child using the enrolled child's tube-feeding apparatus, and
 - b. Cleans the enrolled child's tube-feeding apparatus.
- D.** A licensee shall provide an enrolled child with a special ~~needs~~ health care need or a disability with:
1. Developmentally-appropriate toys, materials, and equipment; and
 2. Assistance from staff members to enable the enrolled child to participate in the activities of the facility.
- E.** In addition to complying with the transportation requirements in R9-5-517, a licensee transporting an enrolled child with a special ~~needs~~ health care need or a disability in a wheelchair in a facility's motor vehicle shall ensure that the enrolled:
1. ~~The enrolled child's~~ Child's wheelchair is manufactured to be secured in a motor vehicle;
 2. ~~The enrolled child's~~ Child's wheelchair is secured in the motor vehicle using a minimum of four anchorages attached to the motor vehicle floor, and four securement devices, such as straps or webbing that have buckles and fasteners, that attach the wheelchair to the anchorages;
 3. ~~The enrolled child~~ Child is secured in the wheelchair by means of a wheelchair restraint that is a combination of pelvic and upper body belts intended to secure a passenger in a wheelchair; and
 4. ~~The enrolled child's~~ Child's wheelchair is placed in a position in the motor vehicle that does not prevent access to the enrolled child in the wheelchair or passage to the front and rear ~~in~~ of the motor vehicle.
- F.** A licensee providing child care services for an enrolled child who uses a wheelchair or is not able to walk shall locate the enrolled child on the ground floor of the facility.
- G.** If a child care facility requires a separate diaper changing area to allow privacy while providing diapering to an enrolled child with a special ~~needs~~ health care need or a disability, the licensee shall submit a written request for approval of the intended change to the Department according to R9-5-208 prior to adding a diaper changing area.

R9-5-508. General Nutrition Standards

- A.** A licensee shall:
1. Make breakfast available to an enrolled child who is present at a facility before 8:00 a.m.,
 2. Serve lunch to an enrolled child who is present at a facility between 11:00 a.m. through 1:00 p.m., and
 3. Serve dinner to an enrolled child who is present from 5:00 p.m. through 7:00 p.m. and who will remain at the facility after 7:00 p.m.

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- B.** A licensee shall serve the following meals or snacks to an enrolled child present at a facility ~~for the following periods of time if~~ an enrolled child is present:
1. ~~If an enrolled child is present~~ For two to four hours, one or more snacks;
 2. ~~If an enrolled child is present during~~ During any of the meal times stated in subsection (A), a meal that meets the meal pattern requirements in subsection (C);
 3. ~~If an enrolled child is present~~ For four to eight hours, one or more snacks and a meal;
 4. ~~If an enrolled child is present~~ For nine or more hours, two snacks and one or more meals; and
 5. Before bedtime, one snack.
- C.** If a licensee provides food, a licensee shall prepare and serve food according to the meal pattern requirements found in Table 5.1, "Meal Pattern Requirements for Children."
- D.** If an enrolled child's parent provides food for the parent's enrolled child, the licensee shall provide milk or juice to the enrolled child if not provided by the parent.
- E.** If a licensee plans and serves meals, the licensee shall ensure that the meals:
1. Meet the age-appropriate nutritional requirements of an enrolled child; and
 2. For each calendar week, provide a variety of foods within each food group from the meal pattern requirements.
- F.** If a licensee provides food, the licensee shall maintain on the facility premises at least a one day supply of food needed to provide the meals and snacks required by subsections (B) and (C) to each enrolled child attending the facility.
- G.** In addition to the required daily servings of food stated in subsection (C), a licensee:
1. Shall make second servings of food available to each enrolled child at meals and at snack time,
 2. May substitute a food that is equivalent to a specific food component if second servings of the specific food component are not available, and
 3. Shall ensure that a food substitution in subsection (G)(2) is written on the posted weekly menu by the end of the meal or snack service.

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Table 5.1 Meal Pattern Requirements for Children

TABLE OF MEAL PATTERN REQUIREMENTS FOR CHILDREN			
Food Components	Ages 1 through 2 years	Ages 3 through 5 years	Ages 6 and Older
Breakfast:			
1. Milk, fluid	1/2 cup	3/4 cup	1 cup
2. Vegetable, fruit, or both	1/4 cup	1/2 cup	1/2 cup
3. Grains	1/2 oz. eq ¹	1/2 oz. eq ¹	1 oz. eq ¹
Lunch or Supper <u>Dinner</u> :			
1. Milk, fluid	1/2 cup	3/4 cup	1 cup
2. Vegetables	1/8 cup	1/4 cup	1/2 cup
Fruits	1/8 cup	1/4 cup	1/4 cup
3. Grains	1/2 oz. eq ¹	1/2 oz. eq ¹	1 oz. eq ¹
4. Meat or meat alternates	1 oz.	1 1/2 oz.	2 oz.
Snack: (select 2 of these 4 components)***			
1. Milk, fluid	1/2 cup	1/2 cup	1 cup
2. Vegetables	1/2 cup	1/2 cup	3/4 cup
Fruits	1/2 cup	1/2 cup	3/4 cup
3. Grains	1/2 oz.	1/2 oz.	1 oz.
4. Meat or meat alternates	1/2 oz.	1/2 oz.	1 oz.
<p>¹ Meat and meat alternates may be used to substitute the entire grains component a maximum of three times per week. Oz eq = ounce equivalents</p> <p>* In the same meal service, dried beans or dried peas may be used as a meat alternate or as a vegetable; however, such use does not satisfy the requirement for both components.</p> <p>** At lunch and supper <u>dinner</u>, no more than 50% of the requirement shall be met with nuts, seeds, or nut butters. Nuts, seeds, or nut butters shall be combined with another meat or meat alternative to fulfill the requirement. Two tablespoons of nut butter or one ounce of nuts or seeds equals one ounce of meat.</p> <p>*** Juice may not be served when milk is served as the only other component.</p>			

R9-5-509. General Food Service and Food Handling Standards

- A. A licensee that prepares food for enrolled children on facility premises shall, if required by 9 A.A.C. 8, Article 1, and the local ordinances of the local health department where the facility is located, obtain a food establishment permit issued under 9 A.A.C. 8, Article 1, and:
1. Provide Submit to the Department ~~with a copy~~ a written notice of the facility's food establishment permit before the Department issues a license to the facility,

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2. Maintain the facility's current food establishment permit on the facility's premises, and
 3. Provide a ~~copy~~ written notice of the facility's current food establishment permit to the Department upon request.
- B.** If a licensee contracts with a food establishment to prepare and deliver food to the facility, the licensee shall obtain and provide the Department with a copy of the food establishment's permit, issued under 9 A.A.C. 8, Article 1, at the following times:
1. Before the Department issues a license to the facility,
 2. Upon contracting with the food establishment, and
 3. Every 12 months after the date the contract is entered into while the contract is in effect.
- C.** A licensee shall ensure that:
1. Enrolled children, except infants and children with a special ~~needs~~ health care need or a disability who cannot wash their own hands, wash their hands with soap and running water before and after handling or eating food;
 2. A staff member:
 - a. Washes the hands of an infant or a child with a special ~~needs~~ health care need or a disability who cannot wash the child's own hands before and after the infant or child with a special ~~needs~~ health care need or a disability handles or eats food using:
 - i. A washcloth,
 - ii. A single-use paper towel, or
 - iii. Soap and running water; and
 - b. If using a washcloth, uses each washcloth on only one child and only one time before it is laundered or discarded;
 3. An enrolled child is not permitted to eat food directly off the floor, carpet, or ground or with utensils placed directly on the floor, carpet, or ground;
 4. A staff member encourages, but never forces, enrolled children to eat food;
 5. A staff member assists each enrolled child who needs assistance with eating;
 6. A staff member teaches self-feeding skills and habits of good nutrition to each enrolled child as necessary;
 7. Lunch and dinner are family-style meals as demonstrated by at least one of the following:
 - a. Food is served from a serving container on the table where enrolled children are seated;
 - b. Enrolled children serve themselves, independently or with the help of a staff member, from a serving container on the table where enrolled children are seated;
 - c. Enrolled children pass a serving container from individual to individual;
 - d. In a facility where lunch or dinner is provided by the facility, a staff member sits at the table and eats the lunch or dinner with enrolled children; or
 - e. In a facility where each enrolled child brings the enrolled child's own lunch or dinner, a staff member sits at the table with the enrolled children and eats the staff member's own lunch or dinner;
 8. Fresh milk is served from the original, commercially filled container, to a container used for meal service or a cup, and unused portions are not returned to the original container;
 9. Milk served to an enrolled child older than two years of age is fat-free or 1% lowfat milk unless the enrolled child's parent requests otherwise;
 10. Reconstituted dry milk is not served to meet the fluid milk requirement;
 11. Juice served to children for a meal or snack is full-strength 100% vegetable or 100% fruit juice from an original, commercially filled container or reconstituted from a concentrate according to manufacturer instructions;
 12. Fruit juice served to an enrolled child is limited to the following amounts for an enrolled child:
 - a. ~~For an enrolled child younger~~ Younger than six years of age, four ounces per day; or
 - b. ~~For an enrolled child six~~ Six years of age or older, six ounces per day;

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- ~~13.~~ ~~A beverage sweetened with any kind of sugar product is not provided by the facility;~~
- ~~14-13.~~ Each staff member is informed of a modified diet prescribed for an enrolled child by the child's parent or health care provider, and the modified diet is posted in the kitchen and in the child's activity area;
- ~~15-14.~~ The food served to an enrolled child is consistent with a modified diet prescribed for the child by the child's parent or health care provider;
- ~~16-15.~~ An enrolled child is not permitted in the kitchen during food preparation or food service except as part of an activity;
- ~~17-16.~~ An enrolled child does not use the kitchen or a food storage area as a passageway;
- ~~18-17.~~ A staff member:
- a. Prepares a weekly menu at least one week in advance,
 - b. Includes on the menu the specific foods to be served on each day,
 - c. Dates each menu,
 - d. Posts each menu at least one day before the first meal on the menu will be served, and
 - e. Writes food substitutions on a posted menu no later than the morning of the day of meal service;
- ~~19-18.~~ Non-single-use utensils and equipment used in preparing, eating, or drinking food are:
- a. After each use washed in:
 - i. ~~Washed in an~~ An automatic dishwasher and air dried or heat dried; or
 - ii. ~~Washed in hot~~ Hot soapy water, rinsed in clean water, sanitized, and air dried or heat dried; and
 - b. Stored in a clean area protected from contamination;
- ~~20-19.~~ Single-use utensils and equipment are disposed of after being used;
- ~~21-20.~~ Perishable foods, which are foods that become unfit for human consumption if not stored to prevent spoilage, are covered and stored in a refrigerator at a temperature of 41° F or below;
- ~~22-21.~~ A refrigerator at the child care facility maintains a temperature of 41° F or below and a freezer maintains a temperature of 0° F or below, as shown by a thermometer kept in the refrigerator at all times;
- ~~23.~~ A freezer at the child care facility maintains a temperature of 0° F or below, as shown by a thermometer kept in the freezer at all times; and
- ~~24-22.~~ Foods are prepared as close as possible to serving time and, if prepared in advance, are either:
- a. Cold held at a temperature of 45° F or below or hot held at a temperature of 130° F or above until served, or
 - b. Cold held at a temperature of 45° F or below and then reheated to a temperature of at least 165° F before being served.

R9-5-510. Positive Discipline and Guidance

- ~~A.~~ A licensee shall ensure that a staff member:
- ~~1.~~ Defines and maintains consistent and reasonable guidelines and limitations for an enrolled child's behavior;
 - ~~2.~~ Teaches, models, and encourages orderly conduct, personal control, and age appropriate behavior;
 - ~~3.~~ Explains to an enrolled child why a particular behavior is not allowed, suggests an alternative, and assists the enrolled child to become engaged in an alternative activity; and
 - ~~4.~~ After determining that an enrolled child's behavior may result in harm to self or others, holds the enrolled child until the enrolled child regains control or composure.
- A. A staff member shall provide guidance to help children respond to difficult situations. To develop self-regulation, children should receive adult support that is individual to the child and adapts as the child develops internal controls. This process should include:
1. Forming a positive relationship with the child, which occurs when the adult spends time talking to the child, listening to the child, following the child's lead, playing with the child, and responding to the child's needs;

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2. Base expectations on the child's developmental level;
 3. Establishing and being proactive in teaching and supporting children in learning simple rules;
 4. Modifying the learning/play environment to support the child's appropriate behavior;
 5. Creating a predictable daily routine and schedule;
 6. Modeling desired behavior;
 7. Showing children positive alternatives;
 8. Using deliberate redirection, the staff member should encourage the child to use appropriate behavior, and provide positive feedback when the child exhibits the behavior;
 9. Individualized positive discipline strategies based on the individual needs of children, such as using a buddy system, individualized schedule, special break, or another applicable positive discipline strategy; and
 10. If applicable, a licensee shall develop a written plan with the enrolled child's parent to provide individualized social and emotional intervention supports for the enrolled child that includes methods for understanding the enrolled child's behavior, and developing, adopting, and implementing a team-based positive behavior support plan.
- B.** A licensee shall ensure that a staff member does not use or permit:
- ~~1. A method of discipline that could cause harm to the health, safety, or welfare of an enrolled child;~~
 - ~~2. Corporal punishment;~~
 - ~~3. Abusive language;~~
 - ~~4. Discipline associated with:
 - ~~a. Eating, napping, sleeping, or toileting;~~
 - ~~b. Medication; or~~
 - ~~e. Mechanical restraint; or~~~~
 - ~~5. Discipline administered to any enrolled child by another enrolled child.~~
 1. The use of physical punishment including:
 - a. Hitting, spanking, shaking, slapping, twisting, pulling, squeezing, or biting;
 - b. Demanding excessive physical exercise or excessive rest; and
 - c. Forcing a child to eat or consume soap, food, or foreign substances;
 2. Any form of emotional abuse, including rejecting, extended ignoring, public or private humiliation;
 3. Abusive, profane, sarcastic language, verbal abuse, threats, or derogatory remarks about the child or child's family;
 4. Punishment associated with eating, resting, sleeping, toileting, and withholding outdoor play;
 5. Using medication to control behavior or restrict freedom of movement unless it is prescribed by a health care provider;
 6. Mechanical restraint to restrict a child's freedom of movement;
 7. Placing a child in a crib, high chair, car seat, or other restrictive device for a time-out or to restrict a child's freedom of movement; and
 8. Directing an enrolled child to punish another enrolled child.
- C.** A licensee may allow a staff member to separate an enrolled child from other enrolled children with continuous supervision ~~for unacceptable age appropriate behavior.~~
1. The separation period shall be for no longer than three minutes after the enrolled child has regained control or composure. Separation should only be used in combination with instructional approaches that teach children what to do in place of the behavior problem;
 2. Separation may not be used for children ages infant to two-years-old;

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3. A staff member may allow an enrolled child to be separated for no longer than three minutes. If the enrolled child has not regained control or composure after three minutes, a staff member may extend the separation for up to 10 minutes with staff member interaction.
- ~~2. A staff member shall not allow an enrolled child to be separated for longer than 10 minutes without the staff member interacting with the enrolled child.~~

D. A licensee shall not physically restrain an enrolled child, except when necessary to protect an enrolled child from physical injury, to protect persons on the premises from physical injury, or to protect property from damage.

1. When a child has an out-of-control behavior, the enrolled child may be removed from the company of other enrolled children until the enrolled child's behavior has stabilized. Removal of a child is only to be used when there is a safety concern that cannot be reduced or eliminated with reasonable accommodations;
2. After determining that an enrolled child's behavior may result in harm, a staff member may safely hold the child until the enrolled child regains control or composure; and
4. A licensee shall develop and implement written policies and procedures on physical restraint to protect children's safety and development.

R9-5-511. Sleeping and Napping

A. A licensee shall provide each enrolled child who naps or sleeps at the facility with a separate cot or mat or a crib that meets the requirements of R9-5-502(A)(8) and ensure that:

1. A cot, mat, or crib used by the enrolled child accommodates the enrolled child's height and weight;
2. A staff member covers each cot, ~~crib mattress,~~ or mat with a clean sheet that is laundered when soiled, or at least once every seven days and before use by a different enrolled child;
3. A clean blanket or sheet is available for each enrolled child;
4. A rug, carpet, blanket, or towel is not used as a mat; ~~and~~
5. Each cot, mat, or crib is maintained in a clean and repaired condition; ~~;~~
6. An infant is placed to sleep on the infant's back, unless the infant's parent submits written instructions from the infant's health care provider that states otherwise; and
7. An enrolled child sleeps alone with no other children.

B. A licensee shall not use bunk beds or waterbed mattresses.

C. A licensee shall provide an unobstructed passageway at least 18 inches wide between each row of cots or mats to allow a staff member access to each enrolled child.

D. A licensee shall ensure that if an enrolled child is present at the facility during evening and nighttime hours, the licensee:

1. Permits the enrolled child to use a mat only when used on top of a cot;
2. Before bathing the enrolled child at the facility, obtains written consent and bathing instructions from the enrolled child's parent and follows the instructions when bathing the enrolled child;
3. Requires that a staff member cleans and sanitizes a bathtub or shower stall after bathing each enrolled child;
4. Requires that a staff member remains awake while supervising the sleeping enrolled child; and
5. Prohibits the operation of a television set in a room where the enrolled child is sleeping.

E. A licensee shall ensure that if an enrolled child is present at the facility during naptime, the licensee:

1. Does not permit the enrolled child to lie in direct contact with the floor while napping,
2. Prohibits the operation of a television set in a room where the enrolled child is napping,
- ~~3. Ensures naptime accommodations are available for the enrolled school-age child if requested by the enrolled child or the enrolled child's parent,~~
- 4.3. Requires that a staff member remain awake while supervising the enrolled sleeping child, and
- ~~5.4.~~ Prohibits the enrolled child from napping in an attic or a loft during naptime.

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- F.** A licensee shall ensure that storage space is provided in the facility for cots, mats, sheets, and blankets, that is:
1. Accessible to an area used for naptime or sleeping; and
 2. Separate from food service and preparation areas, toilet rooms, and laundry rooms.

R9-5-514. Accident and Emergency Procedures

- A.** A licensee shall ensure that there is a first aid kit on facility premises that contains first aid supplies in a quantity sufficient to meet the needs of the enrolled children including the following:
1. Sterile bandages including:
 - a. Adhesive bandages of assorted sizes,
 - b. Sterile gauze pads, and
 - c. Sterile gauze rolls;
 2. Antiseptic solution or sealed antiseptic wipes;
 3. A pair of scissors;
 4. Adhesive **or self-adhering** tape;
 5. Single-use, non-porous gloves; and
 6. Reclosable plastic bags of at least one-gallon size.
- B.** A licensee shall ensure that the first aid kit required in subsection (A) is accessible to staff members but inaccessible to enrolled children.
- C.** A licensee shall:
1. Prepare and date a written fire and emergency plan that contains:
 - a. The location of the first aid kit;
 - b. The names of staff members who have the adult and pediatric first aid training and CPR certification, as required by R9-5-403(E);
 - ~~e.~~ ~~The names of staff members who have the CPR training required by R9-5-403(E);~~
 - ~~d.c.~~ The directions for:
 - i. Initiating verbal notification of an enrolled child's parent by telephone or other equally expeditious means within 30 minutes of a fire or emergency, and
 - ii. Providing written notification to the enrolled child's parent within 24 hours, and
 - ~~e.d.~~ The facility's street address and the emergency telephone numbers for the local fire department, police department, ambulance service, and poison control center;
 - ~~e.~~ The procedures for evacuation, relocation, shelter-in-place and lockdown, staff and volunteer emergency preparedness training and practice drills, communication and reunification with families, continuity of operations, and accommodation of infants, children with disabilities, and children with chronic medical conditions, as specified in R9-5-301;
 2. Maintain the plan required in subsection (C)(1) in a location on facility premises that has an operable telephone service or two-way voice communication system that connects the facility with an individual who has direct access to an in-and-out operable telephone service;
 3. Post the plan required in subsection (C)(1) in any indoor activity area that does not have an operable telephone service or two-way voice communication system that connects the indoor activity area with an individual who has direct access to an in-and-out operable telephone services; and
 4. Update the plan in subsection (C)(1) every 12 months after the date of initial preparation of the plan or when any information changes.
- D.** The licensee shall consult with appropriate state and local authorities and shall establish and follow a written multi-hazard emergency and evacuation plan to protect children in the event of emergencies.

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- ~~D.E.~~ A licensee shall post, near an activity area or a room's designated exit, a building evacuation plan that details the designated exits from the activity area or room and the facility.
- ~~E.F.~~ A licensee shall maintain and use a communication system that contains:
1. A direct-access, in-and-out, operating telephone service at the facility; or
 2. A two-way voice communication system that connects the facility with an individual who has direct access to an in-and-out, operating telephone service.
- ~~F.G.~~ If while attending a facility an enrolled child has an accident, injury, or emergency that, based on an evaluation by a staff member, requires medical treatment by a health care provider, a licensee shall ensure that a staff member:
1. Notifies the enrolled child's parent and the Department immediately after the accident, serious physical injury, as defined in A.R.S. § 8-201, or emergency;
 2. Documents:
 - a. A description of the accident, serious physical injury, or emergency, including the date, time, and location of the accident, serious physical injury, or emergency;
 - b. The method used to notify the enrolled child's parent; and
 - c. The time the enrolled child's parent was notified; and
 3. Maintains documentation required in subsection (F)(2) on facility premises for 12 months after the date of the child's disenrollment.
- ~~G.H.~~ If an enrolled child's parent informs a staff member at the facility that the enrolled child's parent obtained medical treatment from a health care provider for an accident, serious physical injury, or emergency the enrolled child had while attending the facility, a licensee shall ensure that a staff member:
1. Documents any information about the enrolled child's accident, serious physical injury, or emergency received from the enrolled child's parent; and
 2. Maintains documentation required in subsection (G)(1) on facility premises for 12 months after the date of the child's disenrollment.
- R9-5-515. Illness and Infestation**
- A. A licensee shall not permit an enrolled child to remain at the facility if a staff member determines that the enrolled child shows signs of illness or infestation.
- B. If an enrolled child exhibits signs of illness or infestation at a facility, a licensee shall ensure that a staff member:
1. Immediately separates the enrolled child from other enrolled children,
 2. Immediately notifies the enrolled child's parent by telephone or other expeditious means to arrange for the enrolled child's removal from the facility, and
 3. Maintains documentation of the notification on facility premises for 12 months after the date of the notification.
- C. A licensee shall ensure that a staff member who has signs of illness or infestation is excluded from a facility.
- D. A facility director shall not permit a staff member to return to a facility until free from signs of illness or infestation or until the staff member provides documentation by a health care provider that the individual may return to the facility.
- E. If a staff member or enrolled child contracts a communicable disease or infestation listed in 9 A.A.C. 6, Article 2, ~~Table 2~~ Table 2.2, a licensee shall ensure that, within 24 hours of notice of the communicable disease or infestation, written notice is provided to each staff member, parent, and the local health department.
- F. A licensee shall ensure that:
1. A dated, written notice of the communicable disease or infestation is prepared and posted in the facility's entrance as required by R9-5-303;
 2. Documentation of the notification is maintained on facility premises for 12 months from the date of the notification; and

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3. Documentation of the absences of staff members and enrolled children due to a communicable disease or infestation listed in 9 A.A.C. 6, Article 2, ~~Table 2~~ Table 2.2, is prepared and maintained on facility premises for 12 months from the first date of absence.

R9-5-517. Transportation

- A.** A licensee who transports an enrolled child in a motor vehicle that the licensee owns, or acquires for use by contract, shall:
1. Obtain dated, written permission from the enrolled child's parent before the licensee transports the enrolled child;
 2. Maintain written permission required in subsection (A)(1) on facility premises for 12 months after the date on the written permission;
 3. Ensure that the motor vehicle is registered by the Arizona Department of Transportation as required by A.R.S. Title 28, Chapter 7;
 4. Maintain documentation of current motor vehicle insurance coverage inside the motor vehicle;
 5. Contact the Department no later than 24 hours after a motor vehicle accident that occurs while transporting an enrolled child;
 6. Submit a written report to the Department within seven calendar days after a motor vehicle accident that occurs while transporting an enrolled child;
 7. Not permit an enrolled child to be transported in a truck bed, camper, or trailer attached to a motor vehicle;
 8. Use a child passenger restraint system, as required by A.R.S. § 28-907, for each enrolled child who is:
 - a. Under eight years of age, and
 - b. Not more than four feet nine inches tall.
 9. Ensure that the motor vehicle has:
 - a. A working mechanical heating system capable of maintaining a temperature throughout the motor vehicle of at least 60° F when outside air temperatures are below 60° F;
 - b. Except as provided in subsection (E), a working air-conditioning system capable of maintaining a temperature throughout the motor vehicle at or below 86° F when outside air temperatures are above 86° F;
 - c. Except as provided in subsection (F), a first aid kit that meets the requirements of R9-5-514(A);
 - d. Two large, clean towels or blankets; and
 - e. Sufficient drinking water available to meet the needs of each enrolled child in the motor vehicle and sufficient cups or other drinking receptacles so that each enrolled child can drink from a different cup or receptacle;
 10. Ensure that the motor vehicle is:
 - a. Maintained in a clean condition,
 - b. In a mechanically safe condition, and
 - c. Free from hazards; and
 11. Maintain the service and repair records of the motor vehicle as follows:
 - a. A person operating a single child care facility shall maintain the service and repair records for at least 12 months after the date of an inspection or repair in a single location on facility premises;
 - b. A public or private school that uses a school bus, as defined in A.R.S. § 28-101, shall maintain the service and repair records for the school bus as provided in ~~A.A.C. R17-9-108(F)~~ A.A.C. R13-13-108; and
 - c. A school governing board, charter school, or person operating multiple child care facilities shall maintain the service and repair records for any motor vehicle other than a school bus for at least 12 months after the date of an inspection or repair in a single administrative office located in the same city, town, or school attendance area as the facility.
- B.** A licensee shall ensure that an individual who drives a motor vehicle used to transport an enrolled child:

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1. Is 18 years of age or older;
 2. Holds a valid driver's license issued by the Arizona Department of Motor Vehicles as prescribed by A.R.S. Title 28, Chapter 8;
 3. Carries a list stating the name of each enrolled child being transported and a copy of each enrolled child's Emergency, Information, and Immunization Record ~~and~~ including the attached immunization record or exemption affidavit, in the motor vehicle;
 4. Requires that each door be locked before the motor vehicle is set in motion and keeps the doors locked while the motor vehicle is in motion;
 5. Does not permit an enrolled child to be seated in front of a motor vehicle's air bag;
 6. Requires that each enrolled child remain seated and entirely inside the motor vehicle while the motor vehicle is in motion;
 7. Except as provided in subsection (E), requires that each enrolled child be secured in a seat belt before the motor vehicle is set in motion and while the motor vehicle is in motion;
 8. Does not permit an enrolled child to open or close a door or window in the motor vehicle;
 9. Sets the emergency parking brake and removes the ignition keys from the motor vehicle before exiting the motor vehicle;
 10. Ensures that each enrolled child is loaded into or unloaded from the motor vehicle away from moving traffic at curbside or in a driveway, parking lot, or other location designated for this purpose; and
 11. Does not use audio headphones or a telephone while the motor vehicle is in motion.
- C.** When transporting an enrolled school-age child in a motor vehicle, a licensee shall ensure that the staff-to-children ratios required in R9-5-404(A) are met. A motor vehicle driver may be counted in the staff-to-children ratio, when transporting an enrolled school-age child in a motor vehicle, if the motor vehicle driver meets the qualifications of a ~~teacher-caregiver~~ child educator.
- D.** When transporting an enrolled child who is not school-age in a motor vehicle, a licensee shall ensure that the staff-to-children ratios required in R9-5-404(A) are met. A motor vehicle driver may be counted in the staff-to-children ratio, when transporting an enrolled child who is not school-age in a motor vehicle, only if four or fewer enrolled children are being transported and the motor vehicle driver meets the qualifications of a ~~teacher-caregiver~~ child educator.
- E.** A licensee who is transporting an enrolled child in a commercial motor vehicle, as defined in A.R.S. § 28-1301, is exempt from the provisions in subsections (A)(9), (A)(10)(b), and (B)(7).
- F.** A licensee who is transporting an enrolled child in a school bus, as defined in A.R.S. § 28-101, is exempt from the provision in subsection (A)(10)(c) and shall comply with ~~A.A.C. R17-9-110~~ A.A.C. R13-13-107.

R9-5-518. Field Trips

- A.** A licensee providing a field trip for an enrolled child shall:
1. Obtain written permission from a parent before the enrolled child participates in a field trip including the:
 - a. ~~The date~~ Date and description of the field trip;
 - b. ~~The times~~ Times of departure from and return to the facility; and
 - c. ~~The name~~ Name, street address, and telephone number, if any, of the field trip destination;
 2. Prepare a written field trip plan including:
 - a. The name of each participating enrolled child, staff member, and other individuals on the field trip;
 - b. The times of departure from and return to the facility;
 - c. If applicable, the license plate number of any motor vehicle used on the field trip; and
 - d. The name, street address, and telephone number, if any, of the field trip destination; and

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3. Maintain the written permission in subsection (A)(1) and written field trip plan in subsection (A)(2) on facility premises for 12 months after the date of the field trip.
- B.** A licensee shall ensure that a staff member taking enrolled children on a field trip carries the following on the field trip:
1. ~~A copy~~ Documentation of the Emergency, Information, and Immunization Record ~~and~~ including the attached immunization record or exemption affidavit, of each enrolled child participating in the field trip;
 2. A copy of the written field trip plan required in subsection (A)(2);
 3. A list stating the name of each participating enrolled child; and
 4. Sufficient water to meet the needs of each enrolled child participating in the field trip.
- C.** A staff member shall verify the presence of each enrolled child and place a checkmark next to the enrolled child's name on the list required in subsection (B)(3) for each enrolled child who is present at the following times:
1. At the beginning of the field trip or when boarding the motor vehicle,
 2. Upon arrival and each hour while at the field trip destination,
 3. When preparing to leave the field trip destination or when boarding the motor vehicle to return to the facility, and
 4. When reentering the facility at the conclusion of the field trip.
- D.** A licensee shall ensure that each enrolled child participating in a field trip is wearing in plain view a written identification stating the facility's name, address, and telephone number.
- E.** A licensee shall also ensure that each enrolled child is wearing out of view a written identification stating the enrolled child's name.
- F.** If a licensee uses a motor vehicle volunteered by a parent or other individual for a field trip, a licensee shall determine before the field trip begins that the motor vehicle is in compliance with R9-5-517(A)(3) and (4) and that the motor vehicle driver is in compliance with R9-5-517(B)(1) and (2).
- G.** When six or more enrolled children are participating in a field trip, a licensee shall ensure that a ~~teacher-caregiver~~ child educator and at least one additional staff member are present on the field trip, including in each motor vehicle.
- H.** A licensee may use the written permission required in subsection (A) for multiple field trips if:
1. The date of the first field trip is within 180 days;
 2. The specific date of each field trip is documented;
 3. The destination and the purpose remain the same;
 4. The times of departure from and return to the facility for each date are documented; and
 5. The parent permission is applicable to the dates provided on the authorization form.

ARTICLE 6. PHYSICAL PLANT OF A FACILITY

R9-5-601. General Physical Plant Standards

A licensee shall comply with the following physical plant requirements, as applicable:

1. When a facility is licensed to care for more than five infants in an infant room as described in R9-5-502(A)(1), each infant room has two or more designated exits from the room;
2. Not including infants and children who use diapers, toilets and hand-washing sinks are available to enrolled children in a facility as follows:
 - a. At least one flush toilet and one hand-washing sink for 10 or fewer children,
 - b. At least two flush toilets and two hand-washing sinks for 11 to 25 children, and
 - c. At least one flush toilet and one hand-washing sink for each additional 20 children;
3. A hand-washing sink required in R9-5-503(A)(2) or subsection (2) provides running water with a drain connected to a sanitary sewer as defined in A.R.S. § 45-101;
4. Except as provided in subsection (5), when providing child care services for infants or children who require diapering, a diaper changing area that meets the requirements in R9-5-503 is available in each infant room or indoor activity area used by an enrolled infant or child who wears diapers or disposable training pants;
5. A diaper changing area is not required in an activity area that is:
 - a. Only used by enrolled children for snacks or meals,
 - b. Used for a specific activity by enrolled children who are two years of age or older, or
 - c. An indoor activity area that is being substituted for an outdoor activity area under R9-5-602(D); and
6. A glass mirror, window, or other glass surface that is located within 36 inches of the floor is made of safety glass that has been manufactured, fabricated, or treated to prevent the glass from shattering or flying when struck or broken, or is shielded by a barrier to prevent impact by or physical injury to an enrolled child.

R9-5-602. Facility Square Footage Requirements

- A. A licensee shall ensure that the facility meets the following square footage requirements for indoor activity areas based on the child care services classifications:
 1. At least 35 square feet of indoor activity space for each infant and 1-year-old child;
 2. At least 25 square feet of indoor activity space for each child who is not an infant or a 1-year-old child; and
 3. When 1-year-old children are grouped together with children older than 1-year-old children in the same activity area, at least 35 square feet of indoor activity space for each child.
- B. When computing indoor activity space for subsections (A)(1) through (3) to determine licensed capacity, the floor space occupied by the following shall be excluded:
 1. The interior walls;
 2. A kitchen, bathroom, closet, hallway, stair, entryway, office, a room designated for isolating an enrolled child from other children, storage rooms, and a room designated for the sole use of child care staff; and
 3. Room space occupied by ~~teacher-caregiver~~ desks, file cabinets, storage cabinets, and hand washing sinks ~~for staff use~~.
- C. To provide activities that develop large muscles and an opportunity to participate in structured large muscle physical activities, a licensee shall:
 1. Provide at least 75 square feet of outdoor or indoor activity area per child for at least 50% of the facility's licensed capacity, or
 2. ~~Comply with one of the following:~~ If children are in care for less than four consecutive hours, the licensee is not required to have an outdoor activity space.

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- a. ~~If no enrolled child attends the facility for more than four hours per day, provide at least 50 square feet of indoor activity area for each child, based on the facility's licensed capacity;~~
- b. ~~If no enrolled child attends the facility for more than six hours per day, provide at least 75 square feet of indoor activity area per child for at least 50% of the facility's licensed capacity in addition to the indoor activity area required in subsection (A); or~~
- e. ~~Provide at least 37.5 square feet of outdoor activity area and 37.5 square feet of indoor activity area per child for at least 50% of the facility's licensed capacity in addition to the indoor activity area required in subsection (A).~~

D. A licensee substituting indoor activity area for outdoor activity area shall:

- 1. ~~Designate, on the site plan and the floor plan submitted with the license application or request for approval of an intended change, the indoor activity area that is being substituted for an outdoor activity area; and~~
- 2. ~~In the indoor activity area substituted for outdoor activity area, install and maintain a mat or pad designed to provide impact protection in the fall zone of indoor swings, slides, and climbing equipment.~~

E. ~~An indoor activity area that is substituted for an outdoor activity area is not assigned a licensed capacity.~~

F. ~~The Department shall review and approve or deny the request for exemption or substitution.~~

- 1. ~~For a request that is part of a license application, the Department shall review the proposed exemption or substitution and provide written notice according to the procedures in R9-5-202.~~
- 2. ~~For a licensed facility, within 30 calendar days after the date of the receipt of the request, the Department shall review the proposed exemption or substitution and provide written notice of the review to the licensee. If the proposed exemption or substitution:~~
 - a. ~~Complies with A.R.S. Title 36, Chapter 7.1, Article 1 and this Chapter, the Department shall approve the proposed exemption or substitution; or~~
 - b. ~~Does not comply with A.R.S. Title 36, Chapter 7.1, Article 1 or this Chapter, the Department shall provide the licensee with the requirements necessary to approve the requested exemption or substitution.~~
- 3. ~~A licensee shall provide at least 75 square feet of outdoor activity area per child for 50% of the facility's licensed capacity, until the Department approves the exemption or substitution.~~

R9-5-603. Outdoor Activity Areas

A. Except as provided in subsection (B), a licensee shall not permit an enrolled child to cross a driveway or parking lot to access an outdoor activity area on the facility premises or a school campus unless the licensee obtains written approval from the Department.

B. ~~If a licensee requests approval from the Department for enrolled children to cross a driveway or parking lot to access an outdoor activity area, the Department shall inspect the facility premises or school campus to determine whether the health, safety, or welfare of enrolled children would be endangered. The Department shall notify the licensee of approval or disapproval within 30 calendar days of receipt of the request. If disapproved, the Department shall provide the licensee with the requirements necessary to approve the proposed crossing.~~

C.B. Except as provided in subsection (D), a licensee shall ensure that an outdoor activity area:

- 1. Is enclosed by a fence:
 - a. A minimum of 4 feet high,
 - b. Secured to the ground, and
 - c. With either vertical or horizontal open spaces on the fence or gate that do not exceed 4.0 inches;
- 2. Is maintained free from hazards, such as exposed concrete footings and broken toys; and
- 3. Has gates that are kept closed while an enrolled child is in the outdoor activity area.

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- ~~D.C.~~ A licensee shall ensure that a playground used only for enrolled ~~school-age~~ school-age children at a facility operating at a public school meets the fencing requirements of the public school. If the Department determines by inspection that a facility fence at a public school does not ensure the health, safety, or welfare of enrolled children, the licensee shall meet the fencing requirements of subsection (C).
- ~~E.D.~~ A licensee shall ensure that the following is provided and maintained within the fall zones of swings and climbing equipment in an outdoor activity area:
1. A shock-absorbing unitary surfacing material manufactured for such use in outdoor activity areas; or
 2. A minimum depth of 6 inches of a nonhazardous, resilient material such as fine loose sand or wood chips.
- ~~F.E.~~ A licensee shall ensure that hard surfacing material such as asphalt or concrete is not installed or used under swings or climbing equipment unless used as a base for a rubber surfacing.
- ~~G.F.~~ A licensee shall ensure that a swing or climbing equipment is not located in the fall zone of another swing or climbing equipment.
- ~~H.G.~~ A licensee shall provide a shaded area for each enrolled child occupying an outdoor activity area at any time of day.

R9-5-604. Swimming Pools

- A. If a licensee uses a public or semi-public swimming pool for an enrolled child, the swimming pool shall meet the requirements of the swimming pool ordinance enacted by the local government. If no ordinance has been adopted, the swimming pool shall meet the requirements in A.A.C. R9-8-801 through R9-8-813.
- B. A licensee that uses a private pool for an enrolled child shall ensure that the swimming pool and its equipment meet the following requirements:
1. If a licensee uses a private pool that is a minimum of 2 feet in depth for enrolled children, the swimming pool shall meet the requirements of the swimming pool ordinance enacted by the local government and, at a minimum, be equipped with the following:
 - a. A recirculation system consisting of piping, pumps, filters, and water conditioning and disinfecting equipment that conforms to the swimming pool manufacturer's specifications for installation and operation, and is adequate to clarify and disinfect the pool water continuously;
 - b. Two swimming pool inlets located on opposite sides of the swimming pool to produce uniform circulation of water and maintain uniform chlorine residual throughout the entire swimming pool without the existence of dead spots;
 - c. A drain located at the swimming pool's lowest point and covered by a grating that cannot be removed by bathers;
 - d. A swimming pool water vacuum system in operating condition;
 - e. A removable strainer to prevent hair, lint, or other objects from reaching the pump and filter;
 - f. An automatic mechanical water disinfectant system in use and in operating condition. The disinfecting agents shall maintain the swimming pool water as follows:
 - i. A free chlorine level between 1.0 and 3.0 parts per million as tested by the diethyl-p-phenylene diamine method or 0.4 to 1.0 parts per million when tested by the orthotolidine method;
 - ii. A pH level between 7.0 and 8.0 as tested by the diethyl-p-phenylene diamine method or the orthotolidine method; or
 - iii. A bromine level between 2.0 and 4.0 parts per million as tested by the diethyl-p-phenylene diamine method;
 - g. A shepherd's crook; and
 - h. A ring buoy attached to a 1/2 inch diameter rope at least 25 feet in length;
 2. If a licensee uses a private pool that is less than 2 feet in depth for enrolled children, the swimming pool shall meet the requirements of subsection (B)(1) except that:

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- a. The swimming pool shall have a minimum of one swimming pool inlet;
 - b. The swimming pool is not required to have a bottom drain;
 - c. A pool water vacuum cleaning system is not required, and
 - d. A ring buoy with an attached rope is not required;
3. A portable pool that does not meet the requirements of subsection (B)(1) or (2) is prohibited;
4. On each day an enrolled child uses the swimming pool, a licensee shall test the water in the swimming pool at least once every day to verify that the swimming pool water meets the swimming pool water chemical ranges in subsection (B)(1)(f);
5. A licensee shall create a written swimming pool log ~~and~~ at the swimming pool site while enrolled children are using the swimming pool that includes results of tests required in subsection (B)(4) and maintain the written swimming pool log on facility premises for three months after the last date the swimming pool water was tested and documented.;
- ~~a. Document the results of tests required in subsection (B)(4) in the written swimming pool log;~~
 - ~~b. Have the written swimming pool log at the swimming pool site while enrolled children are using the swimming pool; and~~
 - ~~e. Maintain the written swimming pool log on facility premises for three months after the last date the swimming pool water was tested and documented; and~~
6. If the swimming pool water does not meet the swimming pool water chemical ranges in subsection (B)(1)(f), the licensee shall:
- a. Add liquid or dissolved dry chemicals to the swimming pool water,
 - b. Document any actions taken by the licensee to restore the swimming pool water chemical ranges in the written swimming pool log required in subsection (B)(5)(a), and
 - c. Not allow enrolled children to use the swimming pool until tests of the swimming pool water verify that the swimming pool water meets the swimming pool water chemical ranges in subsection (B)(1)(f).
- C. A licensee shall ensure that a public, semi-public, or private pool used by an enrolled child is enclosed by a wall, fence, or barrier that complies with:
1. The requirements of a swimming pool barrier ordinance adopted by the local government where the swimming pool is located; or
 2. If the local government where the swimming pool is located has not adopted a swimming pool barrier ordinance, the requirements in A.R.S. § 36-1681.
- D. A licensee that uses any semi-public or private swimming pool for enrolled children shall ensure that the swimming pool has been inspected by the Department or a city or county health department before it is used by enrolled children.
1. If a licensee operates or uses a swimming pool that is inspected by a city or county health department, the licensee shall provide the Department with a current written report of the swimming pool inspection.
 2. A licensee shall maintain the current swimming pool inspection reports of a swimming pool used by enrolled children on the facility premises.
- E. A licensee shall ensure that written permission is:
1. Obtained from an enrolled child's parent before allowing the enrolled child to participate in a swimming activity, and
 2. Maintained on facility premises for 12 months after the date the enrolled child participated in the swimming activity.
- R9-5-605. Fire and Safety**
- A. A licensee shall install and maintain a portable, pressurized fire extinguisher that meets, at a minimum, a 2A-10-BC rating of the Underwriters Laboratories in a facility's kitchen and any other location required by Standard 10-1 of the International Fire Code, incorporated by reference in ~~A.A.C. R9-1-412~~ A.A.C. R9-10-104.01.

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- B.** A licensee shall ensure that:
1. All designated exits, corridors, and passageways that provide an escape from the building are unobstructed and unlocked during hours of operation;
 2. Combustible material, such as paper, boxes, or rags, is not permitted to accumulate inside or outside the facility premises;
 3. An unvented or open-flame space heater or portable heater is not used on the facility premises;
 4. A gas valve on an unused gas outlet is removed and capped where it emerges from the wall or floor;
 5. Electrical extension cords are not used;
 6. Except for a room used only for an enrolled school-age child, each unused electrical outlet is covered with a safety plug cover or insert;
 7. Slow cookers and hot plates are used only in a kitchen and are inaccessible to an enrolled child;
 8. Heating and cooling equipment is inaccessible to an enrolled child;
 9. Fans are mounted and inaccessible to an enrolled child;
 10. Toilet rooms are ventilated to the outside of the building, either by a screened window open to the outside air or by an exhaust fan and duct system that is operated when the toilet room is in use;
 11. A toilet room with a door that opens to the exterior of a building is equipped with a self-closing device that keeps the door closed except when an individual is entering or exiting;
 12. A toilet room door does not open into a kitchen;
 13. A smoke detector is installed in each indoor activity area and kitchen;
 14. Each smoke detector required in subsection (B)(13) is:
 - a. Maintained in an operable condition;
 - b. Either battery operated or, if hard wired into the electrical system of the child care facility, has a back-up battery; and
 - c. Tested monthly;
 15. If the local fire jurisdiction requires a sprinkler system, the sprinkler system is:
 - a. Installed,
 - b. Operable,
 - c. Tested quarterly, and
 - d. Serviced at least once every 12 months;
 16. The fire extinguisher required in subsection (A):
 - a. Is serviced at least once every 12 months; and
 - b. Has a tag attached to the fire extinguisher that specifies the date of the last servicing ~~and the identification of the person who serviced the fire extinguisher,~~ and
 17. The testing required in subsections (B)(14) and (15) and servicing required in subsection (B)(16) is documented and the documentation is:
 - a. Maintained by the licensee, and
 - b. Available for at least 12 months after the date of the testing or servicing.

Article 7. School-age Out-of-School Time Programs

R9-5-701. Definitions

In addition to the definitions in A.R.S. § 36-881, the following definitions apply in this Article unless otherwise specified:

1. “Abuse” has the same meaning as in A.R.S. § 8-201.
2. “Accident” means an unexpected occurrence that:
 - a. Causes injury to an enrolled child.
 - b. Requires attention from a staff member, and
 - c. May or may not be an emergency.
3. “Accommodation school” has the same meaning as in A.R.S. § 15-101.
4. “Accredited” means approved by the US Department of Education and recognized by the Council for Higher Education Accreditation.
5. “Activity” means an action planned by a licensee and performed by an enrolled child while supervised by a staff member.
6. “Activity area” means a specific indoor or outdoor space or room of a licensed facility that is designated by a licensee for use by an enrolled child for an activity.
7. “Adaptive device” means equipment used to augment an individual’s use of the individual’s arms, legs, sight, hearing, or other physical part or function.
8. “Administrative completeness review time-frame” has the same meaning as in A.R.S. § 41-1072.
9. “Adult” means an individual who is at least 18 years of age.
10. “Age-appropriate” means suitable with the developmental and social maturity of the child’s age based on physical growth, language, emotional, social, behavioral and cognitive development.
11. “Agency” means any board, commission, department, office, or other administrative unit of the federal government, the state, or a political subdivision of the state.
12. “Applicant” means a person or governmental agency requesting one of the following:
 - a. A license, or
 - b. Approval of a change affecting a license under R9-5-208.
13. “Application” means the documents that an applicant is required to electronically submit to the Department for licensure or approval of a request for a change affecting a license.
14. “Assistant child educator” means a staff member who aids a child educator in planning, developing, or conducting child care activities.
15. “Association” means a group of individuals other than a corporation, limited liability company, partnership, joint venture, or public school who has established a governing board and bylaws to operate a facility.
16. “Background check” means results identified in searches according to A.R.S. § 46-811(A) and consistent with the Child Care and Development Block Grant Act of 2014 (Public Law 113-186):
 - a. The state sex offender registry within this state and each state where a staff member resided during the preceding five years;
 - b. The state-based child abuse and neglect registries and databases within this state and each state where a staff member resided during the preceding five years;
 - c. The state criminal history checks within this state and each state where a staff member resided during the preceding five years;
 - d. The National FBI criminal history check, with FBI fingerprint check; and
 - e. The National Crime Information Center including the National Sex Offender Registry established under the Adam Walsh Child Protection and Safety Act of 2006 (42 A.S.C. 16901 et seq).

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17. “Beverage” means a liquid for drinking, including water.
18. “Business organization” has the same meaning as “entity” in A.R.S. § 10-140.
19. “Calendar day” means each day, not including the day of the act, event, or default from which a designated period of time begins to run, but including the last day of the period unless it is a Saturday, Sunday, or legal holiday, in which case the period runs until the end of the next day that is not a Saturday, Sunday, or legal holiday.
20. “Calendar week” means a seven-day period beginning on Sunday at 12:00 a.m. and ending on Saturday at 11:59 p.m.
21. “C.C.P.” means Certified Childcare Professional, a credential awarded by the National Early Childhood Program Accreditation.
22. “C.D.A.” means Child Development Associate, a credential awarded by the Council for Professional Recognition.
23. “Charter school” has the same meaning as in A.R.S. § 15-101.
24. “Child care experience” means an individual’s documented work with children in:
 - a. A child care facility or a child care group home that was licensed, certified, or approved by a state in the United States or by one of the Uniformed Services of the United States;
 - b. A public school, a charter school, a private school, or an accommodation school;
 - c. A public or private educational institution authorized under the laws of another state where instruction was provided for any grade or combination of grades between pre-kindergarten and grade 12; or
 - d. One of the following professional fields:
 - i. Nursing,
 - ii. Social work,
 - iii. Psychology,
 - iv. Child development, or
 - v. A closely-related field.
25. “Child care services” means the range of activities and programs provided by a licensee to an enrolled child, including personal care, supervision, education, guidance, and transportation.
26. “Child educator” means a staff member responsible for developing, planning, and conducting child care activities.
27. “Child educator aide” means a staff member who provides child care services under the supervision of a child educator.
28. “Child with a disability” means the same as
 - a. A child with a “developmental disability” as defined in A.R.S. § 36-551; or
 - b. A “child with a disability” as defined in A.R.S. § 15-761.
29. “Child with a special health care need” means a child with a health care provider’s diagnosis and record of a physical or mental condition that substantially limits the child in providing self-care or performing manual tasks or any other major life function such as walking, seeing, hearing, speaking, breathing, or learning.
30. “Clean” means to remove dirt or debris by methods such as washing with soap and water, vacuuming, wiping, dusting, or sweeping.
31. “Closely-related field” means any educational instruction or occupational experience pertaining to the growth, development, physical or mental care, or education of children.
32. “Communicable disease” has the same meaning as in A.A.C. R9-6-101.
33. “Compensation” means money or other consideration, including goods, services, vouchers, time, government or public expenditures, government or public funding, or another benefit, that is received as payment.
34. “CPR” means cardiopulmonary resuscitation.
35. “Credit hour” means an academic unit earned at an accredited college or university;

- a. By attending a class session, which is equivalent to 15 clock hours, each calendar week during a semester or equivalent shorter course term, or
- b. Completing practical work for a course as determined by the accredited college or university.
- 36. “Designated agent” means an individual who meets the requirements in A.R.S. § 36-889(D).
- 37. “Developmentally-appropriate” means consistent with a child’s physical, emotional, social, cultural, linguistic, and cognitive development, based on the child’s age and family background and the child’s personality, learning style, and pattern and timing of growth.
- 38. “Documentation” means information in written, photographic, electronic, or other permanent form.
- 39. “Electronic signature” has the same meaning as in A.R.S. § 41-251.
- 40. “Emergency” means a potentially life-threatening occurrence involving an enrolled child or staff member that requires an immediate response or medical treatment.
- 41. “Endanger” means to expose an individual to a situation where physical injury or mental injury to the individual may occur.
- 42. “Enrolled” means placed by a parent and accepted by a licensee for child care services.
- 43. “Evening and nighttime care” means child care services provided between the hours of 8:00 p.m. and 5:00 a.m.
- 44. “Facility” has the same meaning as “child care facility” in A.R.S. § 36-881.
- 45. “Facility director” means an individual who is designated by a licensee as the individual responsible for the daily onsite operation of a facility.
- 46. “Facility premises” means property that is:
 - a. Designated on an application for a license by the applicant; and
 - b. Licensed for child care services by the Department under A.R.S. Title 36, Chapter 7.1, Article 1, and this Chapter.
- 47. “Fall zone” means the surface under and around a piece of equipment onto which a child falling from or exiting from the equipment would be expected to land.
- 48. “Field trip” means an activity planned by a staff member for an enrolled child at a:
 - a. Location or area that is not licensed for child care services by the Department, or
 - b. Child care facility in which the child is not enrolled.
- 49. “Final construction drawings” means facility plans that include the architectural, structural, mechanical, electrical, fire protection, plumbing, and technical specifications of the physical plant and the facility premises and that have been approved by the local government for the construction, alteration, or addition of a facility.
- 50. “Food” means a raw, cooked, or processed edible substance, ice, beverage, or ingredient used or intended for use or for sale in whole or in part for human consumption, or chewing gum.
- 51. “Food preparation” means processing food for human consumption by cooking or assembling the food, but does not include distributing prepackaged food or whole fruits or vegetables.
- 52. “Full-day care” means child care services provided for six or more hours per day between the hours of 5:00 a.m. and 8:00 p.m.
- 53. “Governmental agency” has the same meaning as in A.R.S. § 44-7002.
- 54. “Guidance” means the ongoing direction, counseling, teaching, or modeling of generally accepted social behavior through which a child learns to develop and maintain the self-regulation, self-reliance, and self-esteem necessary to assume responsibilities, make daily living decisions, and live according to generally accepted social behavior.
- 55. “Hazard” means a source of endangerment.
- 56. “Health care provider” means a physician, physician assistant, or registered nurse practitioner.
- 57. “High school equivalency diploma” means a document issued by:

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- a. The State Board of Education under A.R.S. § 15-702 to an individual who passes a general educational development test or meets the requirements of A.R.S. § 15-702(B);
 - b. Another state to an individual who passes a general educational development test or meets the requirements of a state statute equivalent to A.R.S. § 15-702(B); or
 - c. Another country to an individual who has completed that country's equivalent of a 12th grade education, as determined by the Department based upon information obtained from American or foreign consulates or embassies or other governmental agencies.
58. "Hours of operation" means the specific time during a day for which a licensee is licensed to provide child care services.
59. "Illness" means physical manifestation or signs of sickness, such as pain, vomiting, rash, fever, discharge, or diarrhea.
60. "Immediate" or "immediately" means without restriction, delay, or hesitation.
61. "Inaccessible" means:
- a. Out of an enrolled child's reach, or
 - b. Locked.
62. "Individual plan" means a written description of the daily activities required for an enrolled child with a special health care need or disability.
63. "Infestation" means the presence of lice, pinworms, scabies, or other parasites.
64. "Inspection" means:
- a. Examination of a facility by the Department to determine compliance with A.R.S. Title 36, Chapter 7.1, Article 1, and this Chapter;
 - b. Review of facility documents, records, or reports by the Department; or
 - c. Examination of a facility by a local governmental agency.
65. "License" means the written authorization issued by the Department to operate a facility in Arizona.
66. "Licensed capacity" means the maximum number of enrolled children for whom a licensee is authorized by the Department to provide child care services in a facility or a part of a facility at any given time.
67. "Licensee" means a person or governmental agency to whom the Department has issued a license to operate a facility in Arizona.
68. "Local" means under the jurisdiction of a city or county in Arizona.
69. "Mat" means a foam pad that has a waterproof cover and is of sufficient size and thickness to accommodate the height, width, and weight of a reclining child's body.
70. "Medication" means a substance prescribed by a health care provider or available without a prescription for the treatment or prevention of illness or infestation.
71. "Menu" means:
- a. A written description of the food that a facility provides and serves as a meal or snack, or
 - b. The combination of food that a facility provides and serves as a meal or snack.
72. "Modification" means the substantial improvement, enlargement, reduction, alternation, or other substantial change in the facility or another structure on the premises at a child care group home.
73. "Motor vehicle" has the same meaning as in A.R.S. § 28-101.
74. "N.A.C." means the National Administrator Credential, a credential issued by the National Institute of Child Care Management.
75. "Name" means, for an individual, the individual's first name and the individual's last name.
76. "Neglect" has the same meaning as in A.R.S. § 8-201.

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77. “Outbreak” has the same meaning as in A.A.C. R9-6-101.
78. “Out-of-school time” means a program, as described in Article 7 of this Chapter, that is licensed with the Department and operates when school is not in session, such as before school, after school, or during school breaks, and serves school-aged children enrolled in school.
79. “Overall time-frame” has the same meaning as in A.R.S. § 41-1072.
80. “Parent” means:
- a. A natural or adoptive mother or father.
 - b. A legal guardian appointed by a court of competent jurisdiction, or
 - c. A “custodian” as defined in A.R.S. § 8-201.
81. “Part-day care” means child care services provided for fewer than six hours per day between the hours of 5:00 a.m. and 8:00 p.m.
82. “Pediatric abusive head trauma” means an injury to the skull or intracranial contents of an infant or a child due to inflicted blunt impact and/or violent shaking.
83. “Pesticide” has the same meaning as in A.R.S. § 3-3601.
84. “Physical injury” means temporary or permanent damage or impairment to a child’s body.
85. “Physical plant” means a building that houses a facility, or the licensed areas within a building that houses a facility, including the architectural, structural, mechanical, electrical, plumbing, and fire protection elements of the building.
86. “Physical restraint” means a restriction that immobilizes or prevents freedom of movement of all or part of a person’s body, or restricting normal access to the person’s body.
87. “Physician” means an individual licensed as a doctor of:
- a. Allopathic medicine under A.R.S. Title 32, Chapter 13;
 - b. Naturopathic medicine under A.R.S. Title 32, Chapter 14;
 - c. Osteopathic medicine under A.R.S. Title 32, Chapter 17;
 - d. Homeopathic medicine under A.R.S. Title 32, Chapter 29; or
 - e. Allopathic, naturopathic, osteopathic, or homeopathic medicine under the law of another state.
88. “Physician assistant” means an individual who is licensed:
- a. Under A.R.S. Title 32, Chapter 25; or
 - b. As a physician assistant under the law of another state.
89. “Positive Discipline” means the on-going process of teaching a child self-regulation and assuming responsibility for the child’s own actions, as well as providing guidance that focuses on preventing behavior problems by supporting children in learning appropriate social skills and emotional responses.
90. “Private pool” has the same meaning as “private residential swimming pool” in A.A.C. R18-5-201.
91. “Private school” has the same meaning as in A.R.S. § 15-101.
92. “Program” means a variety of activities organized and conducted by a staff member.
93. “Public pool” has the same meaning as “public swimming pool” in A.A.C. R18-5-201.
94. “Public school” has the same meaning in A.R.S. § 15-101.
95. “Punishment” means a negative physical or emotional action taken by adults in the classroom for a child’s behavior that is not deemed acceptable.
96. “Regular basis” means at recurring, fixed, or uniform intervals.
97. “Responsible party” means an individual or a group of individuals who:
- a. Is assigned by a public school, charter school, or governmental agency; and
 - b. Has general oversight of the child care facility.

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98. “Sanitize” means to use heat, chemical agents, or germicidal solutions to disinfect and reduce pathogen counts, including bacteria, viruses, mold, and fungi.
99. “School-age child” means a child who:
- a. Meets one of the following:
 - i. Is five years old on or before January 1 of the current school year, or
 - ii. Is five years old on or before January 1 of the most recent school year; and
 - b. Meets one of the following:
 - i. Attends kindergarten or a higher level program in a public, charter, accommodation, or private school during the current school year;
 - ii. Attended kindergarten or a higher level program in a public, charter, accommodation, or private school during the most recent school year;
 - iii. Is home-schooled at a kindergarten or higher level during the current school year; or
 - iv. Was home-schooled at a kindergarten or higher level during the most recent school year.
100. “School-age child care” means child care services provided to a school-age child.
101. “School campus” means the contiguous grounds of a public, charter, accommodation, or private school, including the buildings, structures, and outdoor areas available for use by children attending the school.
102. “School governing board” has the same meaning as “governing board” in A.R.S. § 15-101.
103. “Screen time” means the use of electronic media to watch television or to watch a video at the facility or at another location or the use of electronic media or a computer for game-playing, entertainment, communication, or educational purposes.
104. “Semi-public pool” has the same meaning as “semipublic swimming pool” in A.A.C. R18-5-201.
105. “Separation” means removing an enrolled child from a group setting, when the enrolled child needs support to gain control over their body while under the supervision of a familiar and supportive adult, until the enrolled child has regained regulation.
106. “Serious physical injury” has the same meaning as in A.R.S. § 8-201.
107. “Service classification” means one of the following:
- a. Full-day care;
 - b. Part-day care;
 - c. Evening and nighttime care;
 - d. School-age child care; or
 - i. Weekend care.
108. “Signatory” means an individual who is authorized by a school district governing board, school district superintendent, or governmental agency to sign a document on behalf of the school district governing board, school district superintendent, or governmental agency.
109. “Signed” means affixed with an individual’s signature or with a symbol representing an individual’s signature if the individual is unable to write the individual’s name.
110. “Space utilization” means the designated use of an area within a facility for specific child care services or activities.
111. “Staff” or “staff member” means the same as “child care personnel” as defined in A.R.S. § 36-883.02.
112. “Student-aide” means an individual between 15 and 18 years of age who is participating in an educational, curriculum-based course of study; vocational education; or occupational development program and who, without being compensated by a licensee, is present at a facility to receive instruction from and supervision by staff in the provision of child care services.
113. “Substantive review time-frame” has the same meaning as in A.R.S. § 41-1072.

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114. “Supervision” means:
- a. For an enrolled school-age child, as defined in R9-5-101(98), knowledge of and accountability for the actions and whereabouts of the enrolled child, including the ability to see or hear the enrolled child at all times, to interact with the enrolled child, and to provide guidance to the enrolled child; or
 - b. For an individual other than an enrolled child, knowledge of and accountability for the actions and whereabouts of the individual, including the ability to see and hear the individual when the individual is in the presence of an enrolled child and the ability to intervene in the individual’s actions to prevent harm to enrolled children.
115. “Swimming pool” has the same meaning as in A.A.C. R18-5-201.
116. “Training” means child care-related conferences, seminars, lectures, workshops, classes, courses, or instruction.
117. “Volunteer” means a staff member who, without compensation, provides child care services that are the responsibility of a licensee.
118. “Working day” means a Monday, Tuesday, Wednesday, Thursday, or Friday that is not a state holiday, federal holiday, or a statewide furlough day.
119. “Written notice” means a message in written, typed, or printed characters sent or otherwise proved to have been received.

R9-5-702. Designated Person for Applicant or Licensee Requirements

When an applicant or licensee is required by this Chapter to provide information on or sign documents, or possess a fingerprint clearance card, the following shall satisfy the requirement on behalf of the applicant or licensee, if the applicant or licensee is:

1. An individual, the individual;
2. A business organization, a designated agent who meets the requirements in A.R.S. § 36-889(D);
3. A public school, an individual designated in writing as a signatory for the public school by the school district governing board or school district superintendent;
4. A charter school, the person approved to operate the charter school by the school district governing board, the Arizona State Board of Education, or the Arizona State Board for Charter Schools; and
5. A governmental agency, the individual in the senior leadership position with the agency, or an individual designated in writing as a signatory by that individual.

R9-5-703. Application for a License

A. An applicant for a license shall:

1. Be at least 21 years of age;
2. If an individual, be a U.S. citizen or legal resident alien and a resident of Arizona;
3. If a corporation, association, or limited liability company, be a domestic entity or a foreign entity qualified to do business in Arizona;
4. If a partnership, have at least one partner who is a U.S. citizen or legal resident alien and a resident of Arizona;
5. Submit to the Department an application containing:
 - a. The following information in a Department-provided format:
 - i. The applicant’s name;
 - ii. The applicant’s date of birth;
 - iii. The facility’s name, street address, city, state, zip code, mailing address, and telephone number;
 - iv. The requested service classifications;
 - v. Whether the applicant agrees to allow the Department to submit supplemental requests for information;
 - vi. An attestation that the:

- (1) Applicant has read and will comply with A.R.S. Title 36, Chapter 7.1, Article 1 and this Chapter; and
- (2) Information provided on the application is accurate and complete; and
- vii. The applicant's signature and date of signature;
- b. Documentation for the applicant that complies with A.R.S. § 41-1080; and
- c. A copy of the applicant's valid fingerprint clearance card, both front and back, issued according to A.R.S. Title 41, Chapter 12, Article 3.1;
- d. A copy of the applicant's valid background check document according to A.R.S. § 46-811(A);
- e. A copy of the form required in A.R.S. § 36-883.02(C);
- f. Prior to construction, architectural plans for new buildings or for remodeling of existing buildings must be submitted for review and approval by the Department, the local fire department, and the local building department as to appropriateness, adequacy, and suitability for child care functions;
- g. Except as provided in subsection (A)(5)(j), a site plan of the facility drawn to scale by an architect, draftsman, or contractor showing:
 - i. The boundary square footage of the property upon which the facility's physical plant is located;
 - ii. If more than one building is used for the facility, the location and perimeter square footage of each building;
 - iii. The location of each driveway on the property;
 - iv. The location and boundary square footage of each parking lot on the property;
 - v. The location and perimeter square footage of each outdoor activity area;
 - vi. The location, type, and height of each fence and gate; and
 - vii. If applicable, the location of any swimming pool on the property;
- h. Except as provided in subsection (A)(5)(j), a floor plan of each building to be used for child care services drawn to scale by an architect, draftsman, or contractor showing:
 - i. The length and width square footage for each indoor activity area;
 - ii. The requested licensed capacity and applicable service classification for each indoor activity area;
 - iii. The location of each diaper changing area;
 - iv. The location of each hand washing, utility, and three-compartment sink, toilet, urinal, and drinking fountain; and
 - v. The location and type of fire alarm system;
- i. Except as provided in subsection (A)(5)(j):
 - i. A copy of a certificate of occupancy issued for the facility by the local jurisdiction;
 - ii. Documentation from the local jurisdiction that the facility was approved for occupancy; or
 - iii. If the documents in subsections (A)(5)(i)(i) and (ii) are not available, a statement from the local jurisdiction stating that the certificate of occupancy is not available;
- j. For an applicant providing child care services in a facility located in a public school, a set of final construction drawings or a school map showing the:
 - i. Location of each school building;
 - ii. Location and square footage of each outdoor activity area to be used by enrolled children;
 - iii. Length and width square footage for each indoor activity area;
 - iv. Requested licensed capacity and applicable service classification for each indoor activity area;
and

- v. Location of each hand-washing sink, toilet, urinal, drinking fountain, and, if applicable, diaper changing area to be used by enrolled children;
- k. If the facility is located within one-fourth of a mile of agricultural land:
 - i. The names and addresses of the owners or lessees of each parcel of agricultural land located within one-fourth mile of the facility, and
 - ii. An attestation signed and dated by the applicant agreeing with compliance of A.R.S. § 36-882 for each parcel of agricultural land;
- l. The applicable fee in R9-5-206;
- m. If the applicant is a business organization, a form provided by the Department that contains:
 - i. The name, street address, city, state, and zip code of the business organization;
 - ii. The type of business organization;
 - iii. The name, date of birth, title, street address, city, state, and zip code of each controlling person;
 - iv. Documentation of the business organization's articles of incorporation, articles of organization, partnership documents, or joint venture documents, if applicable;
 - v. Documentation of good standing issued by the Arizona Corporation Commission; and
 - vi. A statement signed by the applicant stating that each controlling person has not:
 - (1) Been denied a certificate or license to operate a child care group home or child care facility in this state or another state, and
 - (2) Had a certificate or license to operate a child care group home or child care facility revoked in this state or another state for endangering the health and safety of children;
- n. If the applicant is a public school, a form provided by the Department that contains:
 - i. The name of the school district;
 - ii. The name, title, street address, city, state, and zip code of each responsible party, if the responsible party is an individual, or each individual in the group, if the responsible party is a group of individuals;
 - iii. A statement signed by the applicant stating that each individual in subsection (A)(5)(n)(ii) has not:
 - (1) Been denied a certificate or license to operate a child care group home or child care facility in this state or another state, and
 - (2) Had a certificate or license to operate a child care group home or child care facility revoked in this state or another state for endangering the health and safety of children;
and
 - iv. A letter from the school district governing board or school district superintendent designating a signatory, if applicable;
- o. If the applicant is a charter school, a form provided by the Department that contains:
 - i. The name, title, street address, city, state, and zip code of each responsible party, if the responsible party is an individual, or each individual in the group, if the responsible party is a group of individuals;
 - ii. A statement signed by the applicant stating that each individual in subsection (A)(5)(o)(i) has not:
 - (1) Been denied a certificate or license to operate a child care group home or child care facility in this state or another state, and
 - (2) Had a certificate or license to operate a child care group home or child care facility revoked in this state or another state for endangering the health and safety of children;

and

iii. A letter from the school district governing board in which the charter school is located, the Arizona State Board of Education, or the Arizona State Board for Charter Schools, approving the applicant to operate the charter school; and

p. If the applicant is a governmental agency, a form provided by the Department that contains:

i. The name, title, street address, city, state, and zip code of each responsible party, if the responsible party is an individual, or each individual in the group, if the responsible party is a group of individuals;

ii. A statement signed by the applicant stating that each individual in subsection (A)(5)(p)(i) has not:

(1) Been denied a certificate or license to operate a child care group home or child care facility in this state or another state, and

(2) Had a certificate or license to operate a child care group home or child care facility revoked in this state or another state for endangering the health and safety of children;
and

iii. A letter from the individual in the senior leadership position with the agency designating a signatory.

B. The Department requires a separate license and a separate application for each facility owned by:

1. The same person at a different location, and

2. A different person at the same location.

C. The Department does not require a separate application and license for a structure that is:

1. Located so that the structure and the facility:

a. Share the same street address, or

b. Can be enclosed by a single unbroken boundary line that does not encompass property owned or leased by another.

2. Under the same ownership as the facility, or

3. Intended to be used as a part of the facility.

D. A licensee shall provide written notice to the Department that the licensed facility is no longer operating and requests to void the license.

R9-5-704. Time-frames

A. The administrative completeness review time-frame for each type of approval granted by the Department under this Article is listed in Table 2.1 and begins on the date that the Department receives an application.

1. An application for a license is not complete until the date, provided to the Department with the application or by written notice, that the child care facility is ready for an onsite licensing inspection.

2. The Department shall send a notice of administrative completeness or deficiencies to the applicant within the administrative completeness review time-frame.

a. A notice of deficiencies shall list each deficiency and the items needed to complete the application.

b. The administrative completeness review time-frame and the overall time-frame are suspended from the date that the notice of deficiencies is issued until the date that the Department receives all of the missing items from the applicant.

c. If an applicant for a license or an approval of a change affecting a license fails to submit to the Department all of the items listed in the notice of deficiencies within 180 calendar days after the date that the Department sent the notice of deficiencies, the Department shall consider the application or request for approval withdrawn.

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3. If the Department issues a license or other approval to the applicant during the administrative completeness review time-frame, the Department shall not issue a separate written notice of administrative completeness.
- B.** The substantive review time-frame for each type of approval granted by the Department under this Article is listed in Table 2.1 and begins on the date of the notice of administrative completeness.
1. As part of the substantive review for a license application, the Department shall conduct an inspection that may require more than one visit to the facility.
 2. As part of the substantive review for a request for approval of a change affecting a license that requires a change in the use of physical space at the facility, the Department shall conduct an evaluation of the request to determine compliance with applicable rules and statutes that may include an onsite inspection.
 3. The Department shall send a license, a written notice of approval, or denial of a license or other request for approval to an applicant within the substantive review time-frame.
 4. During the substantive review time-frame, the Department may make one comprehensive written request for additional information, unless the Department and the applicant have agreed in writing to allow the Department to submit supplemental requests for information.
 - a. If the Department determines that an applicant or a facility is not in substantial compliance with A.R.S. Title 36, Chapter 7.1, Article 1 and this Chapter, the Department shall send a comprehensive written request for additional information that includes a written statement of deficiencies stating each statute and rule upon which noncompliance is based.
 - b. An applicant shall submit to the Department all of the information requested in the comprehensive written request for additional information and documentation of the corrections required in the statement of deficiencies, if applicable within 120 calendar days after the date of the comprehensive written request for additional information.
 - c. The substantive review time-frame and the overall time-frame are suspended from the date that the Department issues a comprehensive written request for additional information or a supplemental request for information until the date that the Department receives all of the information requested, including documentation of corrections required in a statement of deficiencies, if applicable.
 - d. If an applicant fails to submit to the Department all of the information requested in a comprehensive written request for additional information or a supplemental request for information, including documentation of corrections required in a statement of deficiencies, if applicable, within the time prescribed in subsection (C)(4)(b), the Department shall deny the application.
 5. The Department shall issue a license or other approval if the Department determines that the applicant and facility are in substantial compliance with A.R.S. Title 36, Chapter 7.1, Article 1 and this Chapter, and the applicant submits documentation of corrections that is acceptable to the Department for any deficiencies.
 6. If the Department determines that a license or other approval is to be denied, the Department shall send to the applicant a written notice of denial complying with A.R.S. § 36-888 and stating the reasons for denial and all other information required by A.R.S. §§ 36-888 and 41-1076.

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Table 7.1. Time-frames (in calendar days)

<u>Type of Approval</u>	<u>Statutory Authority</u>	<u>Overall Time-Frame</u>	<u>Administrative Completeness Review Time-Frame</u>	<u>Substantive Review Time-Frame</u>
<u>License under R9-5-703</u>	<u>A.R.S. § 36-882</u>	<u>120</u>	<u>30</u>	<u>90</u>
<u>Approval of Change Affecting License under R9-5-710</u>	<u>A.R.S. §§ 36-882 and 36-883</u>	<u>75</u>	<u>30</u>	<u>45</u>

R9-5-705. Fingerprinting and Background Check

- A.** A licensee shall ensure that a staff member completes, signs, dates, and submits to the licensee, before the staff member’s starting date of employment or volunteer service:
 1. The form required in A.R.S. § 36-883.02(C); and
 2. If required by A.R.S. § 8-804, the form in A.R.S. § 8-804(I).
- B.** A licensee shall maintain documentation of a valid fingerprint clearance card issued under A.R.S. § 41-1758.03 and a valid background check document issued under A.R.S. § 46-811.
- C.** Except as provided in A.R.S. § 41-1758.03, a licensee shall ensure that each staff member, before starting date of employment or volunteer service, submits to the licensee a copy of the staff member’s valid fingerprint clearance card, front and back, issued under A.R.S. Title 41, Chapter 12, Article 3.1.
- D.** A licensee shall ensure that each staff member submits to the licensee a copy of the staff member’s valid fingerprint clearance card each time the fingerprint clearance card is issued or renewed every five years.
- E.** If a staff member possesses a fingerprint clearance card that was issued before the staff member became a staff member at the facility, a licensee shall:
 1. Contact the Department of Public Safety before the individual becomes a staff member to determine whether the fingerprint clearance card is valid; and
 2. Document this determination, including the name of the staff member, the date of contact with the Department of Public Safety, and whether the fingerprint clearance card is valid.
- F.** A licensee shall ensure that each staff member submits to the licensee a copy of the staff member’s valid background check document:
 1. Issued under A.R.S. § 46-811(A) before the starting date of employment or volunteer service; and
 2. Each time a background check is issued or renewed every five years.
- G.** As required by A.R.S. § 8-804, before an individual’s starting date of employment or volunteer service, a licensee shall comply with the submission requirements in A.R.S. § 8-804(C) for the individual.
- H.** A licensee shall not allow an individual to be a staff member if the individual:
 1. Has been denied a fingerprint clearance card under A.R.S. Title 41, Chapter 12, Article 3.1 and has not received an interim approval under A.R.S. § 41-619.55;
 2. Has been denied a background check document that indicates the individual is not eligible for employment due to violations identified pursuant to A.R.S. § 46-811;
 3. Receives an interim approval under A.R.S. § 41-619.55 but is subsequently denied a good cause exception under A.R.S. § 41-619.55 and a fingerprint clearance card under A.R.S. Title 41, Chapter 12, Article 3.1;
 4. Is a parent or guardian of a child adjudicated to be a dependent child as defined in A.R.S. § 8-201;
 5. Has been denied or had revoked a certificate to operate a child care group home or a license to operate a child care facility for the care of children in this state or another state;

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6. Has been denied or had revoked a certification to work in a child care facility or a child care group home in this state or another state;
7. If applicable, has stated on the form required in A.R.S. § 8-804(I) that the individual is currently under investigation for an allegation of abuse or neglect or has a substantiated allegation of abuse or neglect and has not subsequently received a central registry exception according to A.R.S. § 41-619.57; or
8. If applicable, is disqualified from employment or volunteer service as a staff member according to A.R.S. § 8-804 and has not subsequently received a central registry exception according to A.R.S. § 41-619.57.

I. Within 30 calendar days after the day of a staff member's or volunteer's 18th birthday, the staff member or volunteer shall provide to the licensee copies of a valid fingerprint clearance card and background check document specified in subsection (C).

R9-5-706. **Child Care Service Classifications**

A. The Department licenses child care facilities using the following service classifications:

1. Full-day care;
2. Part-day care;
3. Evening and nighttime care;
4. School age out-of-school time programs; and
5. Weekend care.

B. The Department shall designate on a facility's license each service classification that the facility is licensed to provide.

C. A licensee shall submit an application to the Department to add or change a service classification. A licensee shall not provide child care services in a service classification for which the licensee is not licensed.

R9-5-707. **Submission of Licensure Fees**

A licensee shall submit the following to the Department, on an annual basis, no more than 60 calendar days before the anniversary date of the facility's license:

1. An application, in a Department-provided format that contains:
 - a. The licensee's name,
 - b. The facility's name and license number, and
 - c. Whether the licensee intends to submit the applicable fee:
 - i. With the form, or
 - ii. According to the payment plan in subsection (2)(b), and
2. Either:
 - a. The applicable fee, as specified in R9-5-206, or
 - b. One-half of the applicable fee in R9-5-206 with the form and the remainder of the applicable fee due no later than 120 calendar days after the anniversary date of the facility's license.

R9-5-708. **Licensure Fees**

A. Except as provided in subsection (B), the annual fees, as specified in A.R.S § 36-882, for an applicant submitting an application or a licensee submitting licensure fees are for a child care facility with a licensed capacity of:

1. Five to 10 children, \$330;
2. 11 to 59 children, \$1330; and
3. 60 or more children, \$2575.

B. The Department may discount the fee in subsection (A), based on available funding or if the applicant or licensee participates in a Department-approved program.

C. The fee for a licensee requesting an increase in a facility's licensed capacity is the difference between the applicable fee in this Section for the new licensed capacity and the applicable fee in this Section for the current licensed capacity, prorated from the

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date the licensee submitted the request for the increase for the number of months remaining before the facility's license anniversary date specified in R9-5-205.

R9-5-709. Invalid License

If a licensee does not submit the licensure fee as required in R9-5-707(2), the facility license is no longer valid and the facility is operating without a license.

R9-5-710. Changes Affecting a License

- A.** At least 30 calendar days before the date of a change in a facility's name, a licensee shall send the Department written notice of the name change.
- B.** At least 30 calendar days before the date of an intended change in a facility's service classification, space utilization, or licensed capacity, a licensee shall submit a written request for approval of the intended change to the Department that includes:
1. The licensee's name;
 2. The facility's name, street address, city, state, zip code, mailing address, and telephone number;
 3. The name, telephone number, and fax number of a point of contact for the request;
 4. The facility's license number;
 5. The type of change intended:
 - a. Service classification,
 - b. Space utilization, or
 - c. Licensed capacity;
 6. A narrative description of the intended change; and
 7. The following additional information, as applicable, if the intended change:
 - a. Affects an activity area, the following information about each affected activity area, as applicable:
 - i. Identification of the activity area,
 - ii. Current and intended square footage,
 - iii. Current and intended operating hours,
 - iv. Current and intended service classification,
 - v. Current and intended licensed capacity, and
 - vi. Whether the activity area has or will have a diaper changing area;
 - b. Is to increase licensed capacity, the square footage of the outdoor activity area; and
 - c. Includes an alteration or addition to the physical plant of a licensed facility, the following, as applicable, if the facility is located in a public school and provides child care only for school-age children, a set of final construction drawings or a school map, including the information required in R9-5-703(5)(j) showing the intended change.
- C.** If the intended change in subsection (B) includes an increase in the licensed capacity, a licensee shall submit the fee for an increase in licensed capacity in R9-5-708(C) with the written request for approval.
- D.** The Department will review a request submitted under subsection (B) according to R9-5-202. If the intended change is in compliance with A.R.S. Title 36, Chapter 7.1, Article 1 and this Chapter and any applicable fee is submitted, the Department will send the licensee written approval of the requested change or an amended license that incorporates the change but retains the anniversary date of the current license.
- E.** A licensee shall not implement any change described under subsection (B) until the Department issues an approval or amended license.
- F.** At least 30 days before the date of a change in ownership of a facility, a licensee shall send the Department written notice of the change. For the purpose of this section, "change in ownership" means a transfer of controlling legal or controlling equitable

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interest and authority in a facility resulting from a sale or merger of a facility. A new owner shall obtain a new license as prescribed in R9-5-703 before the new owner begins operating the facility.

G. A licensee changing a facility's location shall apply for a new license as prescribed in R9-5-703.

H. Within 30 calendar days after a change in a controlling person, a licensee shall send the Department written notice of the change that includes:

1. The name of the licensee;
2. A description of the change made;
3. The name, title, street address, city, state, and zip code of each controlling person;
4. A statement that each controlling person has not been denied a certificate to operate a child care group home or a license to operate a child care facility for the care of children in this state or another state;
5. A statement that each controlling person has not had a certificate to operate a child care group home or a license to operate a child care facility revoked in this state or another state for reasons that relate to the endangerment of the health and safety of children;
6. A statement that the information provided in the written notice is accurate and complete; and
7. The signature of the licensee.

I. If the change in subsection (I) is a change in a controlling person who is a designated agent, a licensee shall include a copy of documentation for the designated agent that complies with A.R.S. § 41-1080.

J. Within 30 calendar days after changing a responsible party, a licensee shall send the Department written notice of the change that includes:

1. The name of the licensee;
2. A description of the change made;
3. The name, title, street address, city, state, and zip code of each responsible party, if the responsible party is an individual, or each individual in the group, if the responsible party is a group of individuals; and
4. A statement signed by the licensee stating that each individual in subsection (K)(3) has not:
 - a. Been denied a certificate or license to operate a child care group home or child care facility in this state or another state, and
 - b. Had a certificate or license to operate a child care group home or child care facility revoked in this state or another state for endangering the health and safety of children.

R9-5-711. Inspections; Investigations

A licensee shall:

1. Allow the Department immediate access to all areas of the facility affecting the health, safety, or welfare of an enrolled child or to which an enrolled child has access during hours of operation, according to A.R.S. § 36-885;
2. Notify the Department within 24 hours, prior to the next business day, of business closure; and
3. Permit the Department to interview each staff member or enrolled child as part of an investigation.

R9-5-712. Denial, Revocation, or Suspension of License

A. The Department may deny, revoke, or suspend a license to operate a facility if an applicant or licensee:

1. Provides false or misleading information to the Department;
2. Has been denied a certificate or license to operate a child care group home or child care facility in any state, unless the denial was based on the applicant's failure to complete the certification or licensing process according to a required time-frame;
3. Has had a certificate or license to operate a child care group home or child care facility revoked or suspended in any state;

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4. Has been denied a fingerprint clearance card or has had a fingerprint clearance card revoked under A.R.S. Title 41, Chapter 12, Article 3.1;
5. Fails to substantially comply with any provision in A.R.S. Title 36, Chapter 7.1, Article 1 or this Chapter; or
6. Substantially complies with A.R.S. Title 36, Chapter 7.1, Article 1 and this Chapter, but refuses to carry out a plan acceptable to the Department to eliminate any deficiencies.

B. In determining whether to deny, suspend, or revoke a license, the Department shall consider the threat to the health and safety of children in a facility based on such factors as:

1. Repeated violations of statutes or rules,
2. A pattern of non-compliance,
3. The type of violation,
4. The severity of each violation, and
5. The number of violations.

R9-5-713. General Licensee Responsibilities

A. A licensee shall:

1. Designate a facility director who acts on behalf of the licensee and is responsible for the daily onsite operation of a facility;
2. Submit the name of the designated facility director a written notice to the Department before a license is issued;
3. Except as provided in subsection (A)(4), within 10 calendar days before changing a facility director, submit written notice of the change including the new designated facility director's name and starting date;
4. If the licensee is not aware of a change in the facility director 10 calendar days before the effective date of the change, submit written notice of the change to the Department including the new designated facility director's name and starting date within 72 hours after becoming aware of the change.

B. A licensee shall ensure that a facility director:

1. Designates, in writing, an individual who meets the requirements of R9-5-401(2) to act on behalf of the facility director when the facility director is not present in the facility;
2. Supervises or assigns a child educator to supervise each staff member who does not meet the qualifications of R9-5-401(3);
3. Prepares a dated attendance record for each day and ensures that each staff member documents on the attendance record the time of each arrival and departure of the staff member; and
4. Maintains on the facility premises, the dated attendance record required in subsection (B)(3) for 12 months after the date on the attendance record.

C. A licensee shall develop and implement written facility policies and procedures required for the daily onsite operation of the facility as prescribed in A.R.S. Title 36, Chapter 7.1, Article 1 and this Chapter.

D. A licensee shall ensure that the following individuals are allowed immediate access to facility premises during hours of operation:

1. A parent of an enrolled child or an individual designated in writing by the parent of an enrolled child; or
2. A representative of:
 - a. The Department,
 - b. The local health department,
 - c. Arizona Department of Child Safety, or
 - d. The local fire department or State Fire Marshal.

E. A licensee shall ensure that a staff member supervises any individual who is not a staff member who is on facility premises where enrolled children are present.

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- F.** A licensee shall ensure that a staff member submits, on or before the starting date of employment or volunteer services, a completed self-screening form in a Department-provided format for tuberculosis screening purposes and follow recommendations for further tuberculosis testing, as applicable.
- G.** A licensee shall ensure that a staff member who has current certification in adult and pediatric first aid and CPR, as required by R9-5-403(E), is present:
1. At all times during hours of operation on facility premises.
 2. On field trips, and
 3. While transporting enrolled children in the facility's motor vehicle or a vehicle designated by the licensee to transport enrolled children.
- H.** A licensee shall prohibit the use or possession of the following items when an enrolled child is on facility premises, during hours of operation, or in any motor vehicle used for transporting an enrolled child:
1. Any beverage containing alcohol;
 2. A controlled substance as listed in A.R.S. Title 36, Chapter 27, Article 2, except where used as a prescription medication in the manner prescribed;
 3. A dangerous drug as defined in A.R.S. § 13-3401, except where used as a prescription medication in the manner prescribed;
 4. A prescription medication as defined in A.R.S. § 32-1901, except where used in the manner prescribed; or
 5. A firearm as defined in A.R.S. § 13-105.
- I.** At least once a month, and at different times of the day, a licensee shall ensure that:
1. An unannounced practice drill that includes evacuation, relocation, shelter-in place, and lock downs are conducted;
 2. Each staff member, volunteer, and enrolled child at the facility participates in practice drills;
 3. If applicable, accommodations are made for an enrolled child with a special need or disability; according to the enrolled child's individualized plan as specified in R9-5-507(A)(1); and
 4. Document each practice drill and maintain the documentation on facility premises for 12 months after the date of the practice drill.
- J.** A licensee shall not allow a staff member who lacks proof of immunity against a disease listed in A.A.C. R9-6-702 to be present in the facility between the start and end of an outbreak of the disease at the facility.
- K.** A licensee shall ensure that the Department is notified orally or in writing within 24 hours after an enrolled child's death at the child care facility during hours of operation.

R9-5-714. Statement of Services

A licensee shall prepare a written statement of child care services provided by the licensee that includes the following:

1. A description of the facility's child care services classifications in R9-5-204;
2. Hours of operation;
3. The facility's street address, city, state, zip code, mailing address, and telephone number;
4. Child enrollment and disenrollment procedures;
5. Charges, fees, and payment requirements for child care services;
6. Child admission and release requirements;
7. Guidelines for positive discipline reflective of age-appropriate methods for children that include clear, appropriate, consistent expectations;
8. Transportation procedures;
9. Field trip requirements and procedures;
10. Responsibilities and participation of parents in facility activities;
11. A general description of activities and programs;

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12. A description of the liability insurance required by R9-5-308 that is carried by the licensee and a statement that documentation of the liability insurance coverage is available for review on the facility premises;
13. Medication administration procedures;
14. Accident and emergency procedures;
15. A notice stating inspection reports are available onsite;
16. A provision stating that the facility is regulated by the Arizona Department of Health Services including the Department's local street address, city, state, zip code, and local telephone number;
17. The procedures for notifying a parent at least 48 hours before a pesticide is applied on a facility's premises;
18. A statement that a parent has access to the areas on facility premises where the parent's enrolled child is receiving child care services; and
19. Policies and procedures for expulsion of enrolled children to include clear, appropriate, consistent expectations, including expulsion prevention strategies.

R9-5-715. Posting of Notices

- A.** A licensee shall post in a place that can be conspicuously viewed by individuals entering or leaving the facility or activity area the:
1. Facility's license;
 2. Name of the facility director;
 3. Name of the individual designated to act on behalf of the facility director when the facility director is not present in the facility, as prescribed by R9-5-301(B)(1);
 4. Schedule of child care services fees and policy for refunding fees as prescribed by A.R.S. § 36-882(P);
 5. Breakfast, lunch, dinner, and snack menus for each calendar week at the beginning of the calendar week;
 6. Notice of the presence of any communicable disease or infestation listed in 9 A.A.C. 6, Article 2, Table 2.2, from the date of discovery through the incubation period of the communicable disease or infestation;
 7. Notice of the Department's intent to deny, revoke, or suspend as prescribed by A.R.S. § 36-888 at the expiration of time in the notice for the licensee to respond;
 8. Notice of an intermediate sanction imposed as prescribed by A.R.S. § 36-891.01 within 10 calendar days after the licensee received notice of the intermediate sanction;
 9. Notice of a legal injunction imposed as prescribed by A.R.S. § 36-886.01 when the licensee receives the legal injunction; and
 10. Notice of the availability of facility inspection reports for public viewing at the facility premises.
- B.** A licensee shall ensure that the licensed capacity of each indoor activity area is posted in that activity area.
- C.** Except as prescribed in A.R.S. § 36-898(C), a licensee shall post a notification of pesticide application in each activity area and in each entrance of a facility, at least 48 hours before a pesticide is applied on the facility's premises, containing:
1. The date and time of the pesticide application, and
 2. A statement that written pesticide information is available from the licensee upon request.

R9-5-716. Enrollment of Children

- A.** A licensee shall require that a child be enrolled by the child's parent or an individual authorized in writing by the parent.
- B.** Except as required in A.R.S. § 36-3009, before an enrolled child receives child care services, a licensee shall require the enrolled child's parent to complete an Emergency, Information, and Immunization Record, no more than a two-page written notice, that is signed by the enrolled child's parent containing:
1. The child's name, home address, sex, and date of birth;
 2. The date of the child's enrollment;
 3. The name, home address, email address, and telephone number of each parent of the child;

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4. The name and telephone number of at least two individuals authorized by the child's parent to collect the child from the facility in case of emergency, or if the child's parent cannot be contacted;
 5. The name and ~~contact~~ telephone number of the child's health care provider;
 6. The written authorization for emergency medical care of the enrolled child;
 7. The name of the individual to be contacted in case of injury or sudden illness of the child;
 8. The written instructions of a child's parent or health care provider for the nutritional and dietary needs of the child including, if applicable, the request in R9-5-731(C)(13); and
 9. A written record completed by the child's parent or health care provider noting the child's susceptibility to illness, physical conditions of which a staff member should be aware, and any individual requirements for health maintenance.
- C.** A licensee shall maintain a current Emergency, Information, and Immunization Record for each enrolled child on facility premises in a place that provides a staff member ready access to the record in the event of an emergency at, or evacuation of, the facility.
- D.** When an enrolled child is disenrolled from a facility, the licensee shall:
1. Enter the date of disenrollment on the child's Emergency, Information, and Immunization Record; and
 2. Maintain the records in subsection (D)(1) for 12 months after the date of disenrollment on facility premises in a place separate from the current Emergency, Information, and Immunization Record. If a licensee is a school governing board, a charter school, or a person operating multiple child care facilities, the licensee may maintain disenrollment records in a single central administrative office located in the same city, town, or school attendance area as the facility.

R9-5-717. Child Immunization Requirements

- A.** A licensee shall not permit an enrolled child to attend a facility until the facility receives:
1. An immunization record for the enrolled child with the information required in 9 A.A.C. 6, Article 7, documenting that the enrolled child has received all current, age-appropriate immunizations required under 9 A.A.C. 6, Article 7:
 - a. Provided by a health care provider, or
 - b. Generated from the Arizona State Immunization Information System, which is the Department's child immunization reporting system established in A.R.S. § 36-135; or
 2. An exemption affidavit for the enrolled child provided by the enrolled child's parent that contains a statement, signed by the enrolled child's:
 - a. Health care provider, that the immunizations required by 9 A.A.C. 6, Article 7 would endanger the enrolled child's health or medical condition; or
 - b. Parent, that the enrolled child is being raised in a religion whose teachings are in opposition to immunization; or
- B.** If an enrolled child has not had immunizations and is homeless, as in "homeless children and youths" according to 42 USC 11434a, initial doses should be administered within 30-calendar days, unless the enrolled child has a religious or medical exemption, as specified in subsections (A)(1) and (2). A child experiencing homelessness is permitted to enroll in the program while required documentation is obtained.
- C.** A licensee shall attach an enrolled child's written immunization record or exemption affidavit, required in subsection (A), to the enrolled child's Emergency, Information, and Immunization Record, required in R9-5-304(B).
- D.** A licensee shall ensure that a staff member updates an enrolled child's written immunization record required in subsection (A)(1)(a) each time the enrolled child's parent provides the licensee with a written statement from the enrolled child's health care provider that the enrolled child has received an age-appropriate immunization required by 9 A.A.C. 6, Article 7.

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- E.** If an enrolled child's immunization record indicates that the enrolled child has not received an age-appropriate immunization required by 9 A.A.C. 6, Article 7, a licensee shall ensure that a staff member:
1. Notifies the enrolled child's parent in writing that the enrolled child may attend the facility for not more than 15 calendar days after the date of the notification unless the enrolled child's parent complies with the immunization requirements in 9 A.A.C. 6, Article 7; and
 2. Documents on the enrolled child's Emergency, Information, and Immunization Record the date on which the enrolled child's parent is notified of an immunization required by the Department.
- F.** A licensee shall not allow an enrolled child who lacks proof of immunity against a disease listed in A.A.C. R9-6-702 to attend the child care facility between the start and end of an outbreak of the disease at the facility.
- G.** If a parent of an enrolled child, excluded from a child care facility because of the lack of documented immunity to a disease during an outbreak of the disease at the child care facility, submits any of the documents in A.A.C. R9-6-704 as proof of the enrolled child's immunity to the disease, a licensee shall allow the enrolled child to attend the child care facility during the outbreak of the disease.

R9-5-718. Admission and Release of Children; Attendance Records

- A.** A licensee shall:
1. Maintain a dated attendance form containing an enrolled child's name with the time of each admission and release, and the parent or staff member's signature or other unique identifier.
 2. If an electronic signature is used to admit or release the enrolled child, adopt policies and procedures to ensure that the individual whose signature the electronic or digital method of identification represents is accountable for the use of the electronic or digital method;
 3. Develop, document, and implement policies and procedures to ensure that the identity of an individual is known to the staff member or is verified with picture identification before releasing an enrolled child to the individual.
 4. Not release the enrolled child to an individual other than the enrolled child's parent or other individual designated in writing by the enrolled child's parent except when the enrolled child's parent is unable to collect the enrolled child and authorizes the licensee by telephone to release the enrolled child to an individual not so designated.
 5. Not permit the self-admission or self-release of an enrolled child unless the enrolled child is of school-age and the licensee has obtained and verified written permission from the enrolled child's parent.
 6. Maintain the attendance form on facility premises for 12 months after the date of attendance.
- B.** A licensee shall:
1. Develop, document, and implement policies and procedures to ensure that a staff member maintains daily documentation of the presence of an enrolled child in an activity area that includes a method to account for any temporary absences of the enrolled child from the activity area; and
 2. Maintain the documentation of the presence of enrolled children in an activity area required in subsection (B)(1) on facility premises for 12 months after the date of the documentation.

R9-5-719. Suspected or Alleged Child Abuse or Neglect

- A licensee shall ensure that the licensee or a staff member documents and reports all suspected or alleged cases of child abuse or neglect.
1. The licensee or staff member shall report the suspected or alleged child abuse or neglect to the Arizona Department of Child Safety or to a local law enforcement agency as prescribed in A.R.S. § 13-3620. The licensee or staff member shall also send documentation to the Arizona Department of Child Safety and any local law enforcement agency previously notified within three calendar days of the initial report, and maintain documentation of a child abuse or neglect report on facility premises for 12 months after the date of a report.
 2. The licensee or staff member shall report the suspected or alleged child abuse by a staff member to the Department and to a local law enforcement agency as prescribed in A.R.S. § 13-3620. A licensee or staff member shall also send

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documentation to the Department and to any law enforcement agency previously notified within three calendar days of the initial report, and maintain documentation of a child abuse report on facility premises for 12 months after the date of a report.

R9-5-720. Insurance Requirements

- A.** A licensee shall secure and maintain the following minimum insurance coverage:
1. General facility liability insurance of at least \$300,000; and
 2. Motor vehicle insurance coverage, required by A.R.S. Title 28, Chapter 9, Article 4, for each motor vehicle provided by a licensee to transport enrolled children.
- B.** A licensee shall maintain documentation of the insurance coverage required in subsection (A) on facility premises.
- C.** A licensee shall provide a copy of documentation of insurance to the Department before issuance of a license and at any time that the licensee's insurance coverage expires, is canceled, or changes.

R9-5-721. Gas and Fire Inspections

- A.** An applicant shall obtain the following inspections of a facility and make any repairs or corrections stated on an inspection report before a license is issued by the Department:
1. If there are gas pipes that run from a gas meter to an appliance or location on the facility premises, a gas inspection by a licensed plumber or individual authorized by the local jurisdiction that verifies there are no gas leaks in the gas pipes that run from the gas meter to any appliance or location on facility premises; and
 2. A fire inspection by a local fire department.
- B.** If there are gas pipes that run from a gas meter to an appliance or location on the facility premises, a licensee shall ensure that a licensed plumber or individual authorized by the local jurisdiction conducts a gas inspection that verifies there are no gas leaks in the gas pipes that run from the gas meter to any appliance or location on facility premises at least once every 12 months after the issue date of the license.
- C.** A licensee shall maintain on facility premises:
1. A current fire inspection report including documentation of any repairs or corrections required by the fire inspection report; and
 2. If there are gas pipes that run from a gas meter to an appliance or location on the facility premises, a current gas inspection report including documentation of any repairs or corrections required by the gas inspection report.

R9-5-722. Pesticides

- A.** A licensee shall make written pesticide information available to a parent, upon a parent's request, at least 48 hours before a pesticide application occurs on facility premises, containing the:
1. Brand, concentration, rate of application, and any use restrictions required by the label of the herbicide or specific pesticide;
 2. Date and time of the pesticide application;
 3. Pesticide label, which includes the written, printed, or graphic matter approved by the United States Environmental Protection Agency on or attached to, a pesticide container; and
 4. Name and telephone number of the pesticide business licensee and the name of the licensed applicator, who complies with A.A.C. R3-8-201(C), providing pesticide services.
- B.** A licensee is exempt from the provisions in subsection (A), as prescribed by A.R.S. § 36-898(C).

R9-5-723. Staff Qualifications

A licensee shall ensure that staff members meet the following qualifications for employment or volunteer service at a facility:

1. A facility director is 21 years of age or older and provides the licensee with documentation of one of the following:
 - a. At least 24 months of child care experience, a high school or high school equivalency diploma, and

- i. Six credit hours or more in early childhood, child development, or a closely-related field from an accredited college or university; or
 - ii. At least 60 actual hours of instruction, provided in conferences, seminars, lectures, or workshops in early childhood, child development, or a closely-related field, and an additional 12 hours of instruction, provided in conferences, seminars, lectures, or workshops in the area of program administration, planning, development, or management;
 - b. At least 18 months of child care experience; and
 - i. An N.A.C., C.D.A., or C.C.P. credential; or
 - ii. At least 24 credit hours from an accredited college or university, including at least six credit hours in early childhood, child development, or a closely-related field;
 - c. At least six months of child care experience and an associate degree from an accredited college or university in early childhood, child development, or a closely-related field; or
 - d. At least three months of child care experience and a bachelor's degree from an accredited college or university in early childhood, child development, or a closely-related field;
2. A facility director's designee is 21 years of age or older and provides the licensee with documentation of one of the following:
 - a. At least 12 months of child care experience, a high school or high school equivalency diploma; and
 - i. Three credit hours or more in early childhood, child development, or a closely-related field from an accredited college or university; or
 - ii. At least 30 actual hours of instruction, provided in conferences, seminars, lectures, or workshops in early childhood, child development, or a closely-related field;
 - b. At least 12 months of child care experience; and
 - i. An N.A.C., C.D.A., or C.C.P. credential; or
 - ii. At least 24 credit hours from an accredited college or university, including at least six credit hours in early childhood, child development, or a closely-related field;
 - c. At least six months of child care experience and an associate degree from an accredited college or university in early childhood, child development, or a closely-related field; or
 - d. At least three months of child care experience and a bachelor's degree from an accredited college or university in early childhood, child development, or a closely-related field;
3. A child educator is 18 years of age or older and provides the licensee with documentation of one of the following:
 - a. Three months of child care experience if working with school-aged children; and
 - i. A high school diploma or high school equivalency diploma; or
 - ii. At least 12 credit hours from an accredited college or university, including at least six credit hours in early childhood, child development, or a closely-related field;
 - b. Associate or bachelor's degree from an accredited college or university in early childhood, child development, or a closely-related field; or
 - c. N.A.C., C.D.A., or C.C.P. credential;
4. An assistant child educator is 16 years of age or older and provides the licensee with documentation of one of the following:
 - a. Current and continuous enrollment in high school or a high school equivalency class;
 - b. High school or high school equivalency diploma;
 - c. Enrollment in vocational rehabilitation, as defined in A.R.S. § 23-501; or
 - d. Employment or service as a volunteer in a licensed child care facility for 12 months;

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5. A child educator aide is 16 years of age or older;
6. A student-aide provides the licensee with documentation of participation in:
 - a. An educational, curriculum-based course in child development, parenting, or guidance counseling; or
 - b. A vocational education or occupational development program; and
7. A volunteer is 15 years of age or older.

R9-5-724. Staff Records and Reports

- A.** A licensee shall maintain a file for each staff member containing:
1. The staff member's name, date of birth, home address, and telephone number;
 2. The staff member's starting date of employment or volunteer service;
 3. The staff member's ending date of employment or volunteer service, if applicable;
 4. The name and telephone number of an individual to be notified in case of an emergency;
 5. The staff member's written statement attesting to current immunity against measles, rubella, diphtheria, mumps, and pertussis;
 6. The form required in A.R.S. § 36-883.02(C);
 7. Documents required by R9-5-203;
 8. Documents required by R9-5-301;
 9. Documents required by R9-5-401, if applicable;
 10. If applicable:
 - a. The form required in A.R.S. § 8-804(I),
 - b. Documentation of the submission required in A.R.S. § 8-804 and the information received as a result of the submission, and
 - c. Documentation of training provided by a licensee as required by R9-5-403;
 11. A copy of any current license or certification required by A.R.S. Title 36, Chapter 7.1, Article 1, or this Chapter; and
 12. Documentation of the requirements in A.R.S. § 36-883.02(D).
- B.** A licensee shall ensure that, for a staff member who is currently working at the facility, the staff member's information required by:
1. Subsections (A)(1) through (11) is maintained in a single location on facility premises, and
 2. Subsection (A)(12) is maintained and provided to the Department within two hours of the Department's request.
- C.** A licensee shall ensure that, for an individual who is not currently working at the facility, the information required in subsections (A)(1) through (12) is:
1. Maintained for 12 months after the date the individual last worked at the facility, and
 2. Provided to the Department within two hours of the Department's request.

R9-5-725. Training Requirements

- A.** Within 10 calendar days of the starting date of employment or volunteer service, a licensee shall provide, and each staff member who provides child care services shall complete, training for new staff members that includes all of the following:
1. Facility philosophy and goals;
 2. Names and ages of and developmental expectations for enrolled children for whom the staff member will provide child care services;
 3. Health needs, nutritional requirements, any known allergies, and information about adaptive devices of enrolled children for whom the staff member will provide child care services;
 4. Lesson plans;
 5. Child guidance and methods of positive discipline, including separation;
 6. Hand washing techniques;

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7. Food preparation, service, sanitation, and storage, if assigned to food preparation;
8. Recognition of signs of illness and infestation;
9. Child abuse or neglect detection, prevention, and reporting;
10. Accident and emergency procedures;
11. Staff responsibilities as required by A.R.S. Title 36, Chapter 7.1, Article 1 and this Chapter;
12. Sun safety policies and procedures;
13. Safety in outdoor activity areas;
14. Transportation procedures, if applicable;
15. Field trip procedures, if applicable; and
16. Prevention of pediatric abusive head trauma and child maltreatment.

B. A licensee shall ensure that:

1. Each staff member who provides child care services completes 24 or more clock hours of training every 12 months after the effective date of this Chapter or the staff member's starting date of employment or volunteer service in at least two topics listed below:
 - a. Child growth and development, including:
 - i. Brain development;
 - ii. Basic child development, including cognitive, social, emotional, and physical, as well as approaches to learning;
 - iii. Language development;
 - iv. Observation and child assessment;
 - v. Developmentally-appropriate activities;
 - vi. Child guidance and methods of positive discipline which may include techniques to promote healthy social-emotional development and reduce challenging behaviors; or
 - vii. Developmentally-appropriate activity areas.
 - b. Health and safety issues, including:
 - i. Accident and emergency procedures, including CPR and first aid for children;
 - ii. Recognition of signs of illness and infestation;
 - iii. Nutrition and developmentally-appropriate eating habits;
 - iv. Child abuse detection, reporting, and prevention;
 - v. Safety of indoor and outdoor activity areas;
 - vi. Sun safety policies and procedures;
 - vii. Water safety;
 - viii. Prevention and control of infectious diseases, including immunization;
 - ix. Prevention and response to emergencies due to food and allergic reactions, including anaphylactic shock;
 - x. Building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic;
 - xi. Emergency preparedness, response, and recovery planning for emergencies resulting from a natural disaster or a human-caused event;
 - xii. Administration of medication, consistent with standards for parental or guardian consent;
 - xiii. Handling and storage of hazardous materials and the appropriate disposal of biocontaminants;
 - xiiii. Prevention of pediatric abusive head trauma and child maltreatment; or
 - xv. Physical restraint techniques.

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2. Five or fewer enrolled children are present in a facility, the facility director or director's designee who meets the requirements in R9-5-401 is present in the facility, and an additional staff member is available by telephone or other equally expeditious means and able to reach the facility within 15 minutes after notification; and

D. A licensee shall ensure that a staff member assigned to provide child care services to enrolled children does not perform duties that may affect the staff member's ability to provide child care services to the enrolled children.

E. In addition to maintaining the required staff-to-children ratios, a licensee shall ensure that:

1. Staff members are present on facility premises to perform facility administration, food preparation, food service, and maintenance responsibilities; and

2. Facility maintenance does not depend on the work of enrolled children.

F. If a licensee conducts swimming activities at a swimming pool, the licensee shall ensure that there is a lifeguard on the premises who has current lifeguard certification that includes a demonstration of the lifeguard's ability to perform CPR. If the lifeguard is a staff member, the staff member cannot be counted in the staff-to-children ratios required by subsection (A).

R9-5-727. General Equipment Health, and Safety Standards

A. A licensee shall ensure that:

1. In addition to complying with the requirements in this Chapter, the health, safety, or welfare of an enrolled child is not placed at risk of harm;

2. The facility does not allow enrolled children to mix with non-enrolled children on licensed facility premises;

3. An enrolled child is placed in an age-appropriate or developmentally-appropriate group;

4. Indoor activity areas used by enrolled children are decorated with age-appropriate articles such as mirrors, bulletin boards, pictures, and posters;

5. Age-appropriate toys, materials, and equipment are provided to enable each enrolled child to participate in an activity;

6. Storage space is provided in the facility for indoor and outdoor toys, materials, and equipment in areas accessible to enrolled children;

7. Clean clothing is available to an enrolled child when the enrolled child needs a change of clothing;

8. The facility premises, including the buildings, are maintained free from hazards;

9. Toys and play equipment, required in this Article, are maintained:

a. Free from hazards, and

b. In a condition that allows the toy or play equipment to be used for the original purpose of the toy or play equipment;

10. Temperatures are maintained between 68° F and 82° F in each room used by enrolled children;

11. Each enrolled child's toothbrush, comb, washcloth, cloth towel, and clothing are maintained in a clean condition and stored in an identified space separate from those of other enrolled children;

12. Except as provided in subsection (A)(14), the following are stored separate from food storage areas and are inaccessible to an enrolled child:

a. All materials and chemicals labeled as a toxic or flammable substance;

b. All substances that have a child warning label and may be a hazard to a child; and

c. Lawn mowers, ladders, toilet brushes, plungers, and other facility equipment that may be a hazard to a child;

13. Hand sanitizers when being:

a. Stored, are stored separate from food storage areas and are inaccessible to enrolled children; and

b. Provided for use, are accessible to enrolled children; and

14. Except when used as part of an activity, the following are stored in an area inaccessible to an enrolled child:

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- a. Garden tools, such as a rake, trowel, and shovel; and
- b. Cleaning equipment and supplies, such as a mop and mop bucket.

B. A licensee shall ensure that a staff member:

- 1. Supervises each enrolled child at all times;
- 2. Does not smoke, vape, or use tobacco:
 - a. On facility premises, except in designated areas separated from the children; or
 - b. On a field trip or when transporting an enrolled child;
- 3. Does not smoke or use marijuana, as specified in A.R.S. § 36-894;
- 4. Except for an enrolled child who can change the enrolled child's own clothing, changes an enrolled child's clothing when wet or soiled;
- 5. Except as provided in subsection (C), prepares, posts, and implements in each indoor activity area, a current schedule of children's age-appropriate activities, including the times the following are provided:
 - a. Meals and snacks;
 - b. Naps;
 - c. Indoor activities;
 - d. If weather and air quality permit, outdoor or large muscle development activities;
 - e. Quiet and active activities;
 - f. Teacher-directed activities;
 - g. Self-directed activities;
 - h. Activities for individuals, groups of five or fewer children, and groups of six or more children; and
 - i. Activities that develop small muscles;
- 6. If an activity in the lesson plan required in subsection (C)(5) includes screen time, include in the lesson plan the duration of the screen time in minutes;
- 7. If the schedule in subsection (C)(4) or lesson plan in subsection (C)(5) is not implemented, writes on the schedule or the lesson plan the activity that is implemented;
- 8. Does the following when a parent permits or asks a staff member to apply personal products on an enrolled child, such as sun screen or sun block preparations, and toothpaste:
 - a. Obtains the enrolled child's personal products from the enrolled child's parent or, if the licensee provides the personal products for use by the enrolled child, obtains written approval for use of the products from the enrolled child's parent;
 - b. Labels the personal products with the enrolled child's name; and
 - c. Keeps the personal products inaccessible to enrolled children;
- 9. In an indoor activity area that:
 - a. Stores an enrolled child's wet or soiled clothing in a sealed plastic bag labeled with the enrolled child's name; and
 - b. Sends an enrolled child's wet or soiled clothing home with the enrolled child when the facility releases the enrolled child to the enrolled child's parent; and
- 10. Monitors an enrolled child for overheating or overexposure to the sun. If the enrolled child exhibits signs of overheating or overexposure to the sun, a staff member who has the first aid training required by R9-5-403(E) shall evaluate and treat the enrolled child.

C. A licensee is not required to have a schedule required in subsection (C)(4) or a lesson plan required in subsection (C)(5) for an indoor activity area that is approved and used:

- 1. By enrolled children only for:

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- a. Snacks or meals, or
 - b. A specific activity.
2. As a substitute for an outdoor activity area.

R9-5-728. Supplemental Standards

A. A licensee providing child care services for school-age children shall:

1. Ensure that a staff member supervises an enrolled school-age child to and from a bathroom and allows the enrolled child privacy while in the bathroom;
2. Ensure that if an enrolled child remains in the bathroom for more than three minutes, the supervising staff member checks on the enrolled child to ensure the child's safety;
3. Provide age-appropriate toys, materials, and equipment accessible to enrolled children in each activity area in a quantity sufficient to meet the needs of the enrolled children in attendance including:
 - a. Arts and crafts,
 - b. Games,
 - c. Puzzles and toys to enhance manipulative skills,
 - d. Books,
 - e. Science materials,
 - f. Sports equipment, and
 - g. Outdoor play equipment;
4. Provide enrolled school-age children with a quiet study area;
5. Ensure that if drinking water is not accessible in an indoor or outdoor activity area, drinking water is available to meet the individual needs of each enrolled school-aged child; and
6. Ensure that, when a parent permits, a staff member allows an enrolled school-age child to possess and use a topical sunscreen product without a note or prescription from a licensed health care professional.

B. A school age out-of-school time program provider shall:

1. Operate after school, before school, or during a time when school is not in session;
2. Serve school-age children; and
3. Promote expanded childhood learning, enrichment, child and youth development, or educational, recreational, or character-building activities.

R9-5-729. Supplemental Standards for Children with a Special Health Care Need or a Disability

A. A licensee providing child care services for a child with a special health care need or a disability shall:

1. Except as provided in subsection (A)(2), before a child with a special health care need or a disability receives child care services, obtain from the enrolled child's parent a copy of an existing individualized plan for the enrolled child that can be reviewed, adopted, and implemented by the licensee when providing child care services to the enrolled child that includes the following as needed for the enrolled child:
 - a. Medication schedule;
 - b. Nutrition and feeding instructions;
 - c. Qualifications required of a staff member who feeds the enrolled child;
 - d. Medical equipment or adaptive devices;
 - e. Medical emergency instructions;
 - f. Toileting and personal hygiene instructions;
 - g. Specific child care services to be provided to the enrolled child at the facility;
 - h. Information from health care providers, including the frequency and length of any prescribed medical treatment or therapy;

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- i. Training required of a staff member to care for the enrolled child's special health care need or a disability; and
 - j. Participation in practice drills;
 - 2. If an enrolled child with a special health care need or a disability does not have an existing individualized plan, obtain from the enrolled child's parent written instructions for providing services to the enrolled child until a written individualized plan required in subsection (A)(1) is developed by a team consisting of staff members, the enrolled child's parent, and health care providers, if applicable, that is completed within 30 calendar days after the enrolled child's initial date of receiving child care services;
 - 3. Maintain an enrolled child's current individualized plan on facility premises and if the current individualized plan was developed according to subsection (A)(2), provide a copy to the enrolled child's parent; and
 - 4. Ensure the individualized plan is updated at least every 12 months after the date of the initial plan or as changes occur.
- B.** A licensee shall ensure that:
 - 1. When tube feeding an enrolled child, a staff member only uses:
 - a. Commercially prepackaged formula in a ready-to-use state,
 - b. Formula prepared by the enrolled child's parent and brought to the facility in an unbreakable container, or
 - c. Breast milk brought to the facility in an unbreakable container; and
 - 2. Only a staff member instructed by an enrolled child's parent or individual designated by the enrolled child's parent:
 - a. Feeds the enrolled child using the enrolled child's tube-feeding apparatus, and
 - b. Cleans the enrolled child's tube-feeding apparatus.
- C.** A licensee shall provide an enrolled child with a special health care need or a disability with:
 - 1. Developmentally-appropriate toys, materials, and equipment; and
 - 2. Assistance from staff members to enable the enrolled child to participate in the activities of the facility.
- D.** In addition to complying with the transportation requirements in R9-5-517, a licensee transporting an enrolled child with a special health care need or a disability in a wheelchair in a facility's motor vehicle shall ensure that the enrolled:
 - 1. Child's wheelchair is manufactured to be secured in a motor vehicle;
 - 2. Child's wheelchair is secured in the motor vehicle using a minimum of four anchorages attached to the motor vehicle floor, and four securement devices, such as straps or webbing that have buckles and fasteners, that attach the wheelchair to the anchorages;
 - 3. Child is secured in the wheelchair by means of a wheelchair restraint that is a combination of pelvic and upper body belts intended to secure a passenger in a wheelchair; and
 - 4. Child's wheelchair is placed in a position in the motor vehicle that does not prevent access to the enrolled child in the wheelchair or passage to the front and rear ~~in~~ of the motor vehicle.
- E.** A licensee providing child care services for an enrolled child who uses a wheelchair or is not able to walk shall locate the enrolled child on the ground floor of the facility.
- F.** If a child care facility requires a separate diaper changing area to allow privacy while providing diapering to an enrolled child with a special health care need or a disability, the licensee shall submit a written request for approval of the intended change to the Department according to R9-5-710 prior to adding a diaper changing area.

R9-5-730. General Nutrition Standards

- A.** A licensee shall:
 - 1. Make breakfast available to an enrolled child who is present at a facility before 8:00 a.m.,
 - 2. Serve lunch to an enrolled child who is present at a facility between 11:00 a.m. through 1:00 p.m., and

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3. Serve dinner to an enrolled child who is present from 5:00 p.m. through 7:00 p.m. and who will remain at the facility after 7:00 p.m.
- B.** A licensee shall serve the following meals or snacks to an enrolled child present at a facility if an enrolled child is present:
1. For two to four hours, one or more snacks;
 2. During any of the meal times stated in subsection (A), a meal that meets the meal pattern requirements in subsection (C);
 3. For four to eight hours, one or more snacks and a meal;
 4. For nine or more hours, two snacks and one or more meals; and
 5. Before bedtime, one snack.
- C.** If a licensee provides food, a licensee shall prepare and serve food according to the meal pattern requirements found in Table 7.2, "Meal Pattern Requirements for Children."
- D.** If an enrolled child's parent provides food for the parent's enrolled child, the licensee shall provide milk or juice to the enrolled child if not provided by the parent.
- E.** If a licensee plans and serves meals, the licensee shall ensure that the meals:
1. Meet the age-appropriate nutritional requirements of an enrolled child; and
 2. For each calendar week, provide a variety of foods within each food group from the meal pattern requirements.
- F.** If a licensee provides food, the licensee shall maintain on the facility premises at least a one day supply of food needed to provide the meals and snacks required by subsections (B) and (C) to each enrolled child attending the facility.
- G.** In addition to the required daily servings of food stated in subsection (C), a licensee:
1. Shall make second servings of food available to each enrolled child at meals and at snack time.
 2. May substitute a food that is equivalent to a specific food component if second servings of the specific food component are not available, and
 3. Shall ensure that a food substitution in subsection (G)(2) is written on the posted weekly menu by the end of the meal or snack service.

Table 7.2 Meal Pattern Requirements

<u>TABLE OF MEAL PATTERN REQUIREMENTS</u>		
<u>Food Components</u>	<u>Ages 3 through 5 years</u>	<u>Ages 6 and Older</u>
<u>Breakfast:</u>		
1. <u>Milk, fluid</u>	<u>3/4 cup</u>	<u>1 cup</u>
2. <u>Vegetable, fruit, or both</u>	<u>1/2 cup</u>	<u>1/2 cup</u>
3. <u>Grains</u>	<u>1/2 oz. eq¹</u>	<u>1 oz. eq¹</u>
<u>Lunch or Dinner:</u>		
1. <u>Milk, fluid</u>	<u>3/4 cup</u>	<u>1 cup</u>
2. <u>Vegetables</u>	<u>1/4 cup</u>	<u>1/2 cup</u>
<u>Fruits</u>	<u>1/4 cup</u>	<u>1/4 cup</u>
3. <u>Grains</u>	<u>1/2 oz. eq¹</u>	<u>1 oz. eq¹</u>
4. <u>Meat or meat alternates</u>	<u>1 1/2 oz.</u>	<u>2 oz.</u>
<u>Snack: (select 2 of these 4 components)***</u>		

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1. <u>Milk, fluid</u>	<u>1/2 cup</u>	<u>1 cup</u>
2. <u>Vegetables</u> <u>Fruits</u>	<u>1/2 cup</u> <u>1/2 cup</u>	<u>3/4 cup</u> <u>3/4 cup</u>
3. <u>Grains</u>	<u>1/2 oz.</u>	<u>1 oz.</u>
4. <u>Meat or meat alternates</u>	<u>1/2 oz.</u>	<u>1 oz.</u>

¹ Meat and meat alternates may be used to substitute the entire grains component a maximum of three times per week. Oz eq = ounce equivalents.

* In the same meal service, dried beans or dried peas may be used as a meat alternate or as a vegetable; however, such use does not satisfy the requirement for both components.

** At lunch and dinner, no more than 50% of the requirement shall be met with nuts, seeds, or nut butters. Nuts, seeds, or nut butters shall be combined with another meat or meat alternative to fulfill the requirement. Two tablespoons of nut butter or one ounce of nuts or seeds equals one ounce of meat.

*** Juice may not be served when milk is served as the only other component.

R9-5-731. General Food Service and Food Handling Standards

- A.** A licensee that prepares food for enrolled children on facility premises shall, if required by 9 A.A.C. 8, Article 1, and the local ordinances of the local health department where the facility is located, obtain a food establishment permit issued under 9 A.A.C. 8, Article 1, and:
1. Submit to the Department a written notice of the facility's food establishment permit before the Department issues a license to the facility.
 2. Maintain the facility's current food establishment permit on the facility's premises, and
 3. Provide a written notice of the facility's current food establishment permit to the Department upon request.
- B.** If a licensee contracts with a food establishment to prepare and deliver food to the facility, the licensee shall obtain and provide the Department with a copy of the food establishment's permit, issued under 9 A.A.C. 8, Article 1, at the following times:
1. Before the Department issues a license to the facility,
 2. Upon contracting with the food establishment, and
 3. Every 12 months after the date the contract is entered into while the contract is in effect.
- C.** A licensee shall ensure that:
1. Enrolled children, except children with a special health care need or a disability who cannot wash their own hands, wash their hands with soap and running water before and after handling or eating food;
 2. A staff member:
 - a. Washes the hands of a child with a special health care need or a disability who cannot wash the child's own hands before and after the child with a special health care need or a disability handles or eats food using:
 - i. A washcloth,
 - ii. A single-use paper towel, or
 - iii. Soap and running water; and
 - b. If using a washcloth, uses each washcloth on only one child and only one time before it is laundered or discarded;

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3. An enrolled child is not permitted to eat food directly off the floor, carpet, or ground or with utensils placed directly on the floor, carpet, or ground;
4. A staff member encourages, but never forces, enrolled children to eat food;
5. A staff member assists each enrolled child who needs assistance with eating;
6. A staff member teaches self-feeding skills and habits of good nutrition to each enrolled child as necessary;
7. Fresh milk is served from the original, commercially filled container, to a container used for meal service or a cup, and unused portions are not returned to the original container;
8. Milk served to an enrolled school-aged child is fat-free or 1% lowfat milk unless the enrolled child's parent requests otherwise;
9. Reconstituted dry milk is not served to meet the fluid milk requirement;
10. Juice served to children for a meal or snack is full-strength 100% vegetable or 100% fruit juice from an original, commercially filled container or reconstituted from a concentrate according to manufacturer instructions;
11. Fruit juice served to an enrolled child is limited to six ounces per day;
12. Each staff member is informed of a modified diet prescribed for an enrolled child by the child's parent or health care provider, and the modified diet is posted in the kitchen and in the child's activity area;
13. The food served to an enrolled child is consistent with a modified diet prescribed for the child by the child's parent or health care provider;
14. An enrolled child is not permitted in the kitchen during food preparation or food service except as part of an activity;
15. An enrolled child does not use the kitchen or a food storage area as a passageway;
16. A staff member:
 - a. Prepares a weekly menu at least one week in advance,
 - b. Includes on the menu the specific foods to be served on each day,
 - c. Dates each menu,
 - d. Posts each menu at least one day before the first meal on the menu will be served, and
 - e. Writes food substitutions on a posted menu no later than the morning of the day of meal service;
17. Non-single-use utensils and equipment used in preparing, eating, or drinking food are:
 - a. After each use washed in:
 - i. An automatic dishwasher and air dried or heat dried; or
 - ii. Hot soapy water, rinsed in clean water, sanitized, and air dried or heat dried; and
 - b. Stored in a clean area protected from contamination;
18. Single-use utensils and equipment are disposed of after being used;
19. Perishable foods, which are foods that become unfit for human consumption if not stored to prevent spoilage, are covered and stored in a refrigerator at a temperature of 41° F or below;
20. A refrigerator at the child care facility maintains a temperature of 41° F or below and a freezer maintains a temperature of 0° F or below, as shown by a thermometer kept in the refrigerator at all times;
21. Foods are prepared as close as possible to serving time and, if prepared in advance, are either:
 - a. Cold held at a temperature of 45° F or below or hot held at a temperature of 130° F or above until served,
or
 - b. Cold held at a temperature of 45° F or below and then reheated to a temperature of at least 165° F before being served.

R9-5-732. Positive Discipline and Guidance

- A.** A staff member shall provide guidance to help children respond to difficult situations. To develop self-regulation, children should receive adult support that is individual to the child and adapts as the child develops internal controls. This process should include:
1. Forming a positive relationship with the child, which occurs when the adult spends time talking to the child, listening to the child, following the child's lead, playing with the child, and responding to the child's needs;
 2. Base expectations on children's developmental level;
 3. Establishing and being proactive in teaching and supporting children in learning simple rules;
 4. Modifying the learning/play environment to support the child's appropriate behavior;
 5. Creating a predictable daily routine and schedule;
 6. Modeling desired behavior;
 7. Showing children positive alternatives;
 8. Using deliberate redirection, the staff member should encourage the child to use appropriate behavior, and provide positive feedback when the child exhibits the behavior;
 9. Individualized positive discipline strategies based on the individual needs of children, such as using a buddy system, individualized schedule, special break, or another applicable positive discipline strategy.
- B.** A licensee shall ensure that a staff member does not use or permit:
1. The use of physical punishment including:
 - a. Hitting, spanking, shaking, slapping, twisting, pulling, squeezing, or biting;
 - b. Demanding excessive physical exercise or excessive rest; and
 - c. Forcing a child to eat or consume mouth soap, food, or foreign substances.
 2. Any form of emotional abuse, including rejecting, extended ignoring, public or private humiliation;
 3. Abusive, profane, sarcastic language, verbal abuse, threats, or derogatory remarks about the child or child's family;
 4. Punishment associated with eating, resting, sleeping, toileting, and withholding outdoor play;
 5. Using medication to control behavior or restrict freedom of movement unless it is prescribed by a health care provider;
 6. Mechanical restraint to restrict a child's freedom of movement;
 7. Placing a child in a crib, high chair, car seat, or other restrictive device for a time-out or to restrict a child's freedom of movement; and
 8. Directing an enrolled child to discipline or punish another enrolled child.
- C.** A licensee may allow a staff member to separate an enrolled child from other enrolled children for behaviors that are persistent and unacceptable. Separation should only be used in combination with instructional approaches that teach children what to do in place of the behavior problem.
1. A staff member may allow an enrolled child to be separated for no longer than three minutes. If the enrolled child has not regained control or composure after three minutes, a staff member may extend the separation for up to 10 minutes with staff member interaction with the enrolled child, except as provided in (C)(4);
 2. An enrolled child may not be physically restrained, except when necessary to protect an enrolled child from injury, to protect persons on the premises from physical injury, or to protect property from damage, only physical restraint may be used;
 3. When a child has an out-of-control behavior, the enrolled child may be removed from the company of other enrolled children until the enrolled child's behavior has stabilized. Removal of a child is only to be used when there is a safety concern that cannot be reduced or eliminated with reasonable accommodations; and

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4. A licensee shall develop a written plan with the enrolled child's parent to provide individualized social and emotional intervention supports for the enrolled child that includes methods for understanding the enrolled child's behavior, and developing, adopting, and implementing a team-based positive behavior support plan.

R9-5-733. Cleaning and Sanitation

- A.** A licensee shall maintain facility premises free of insects and vermin.
- B.** A licensee shall maintain facility premises and furnishings:
 1. In a clean condition, and
 2. Free from odor.
- C.** A licensee shall ensure that floor coverings are:
 1. Clean, and
 2. Free from:
 - a. Dampness,
 - b. Odors, and
 - c. Hazards.
- D.** A licensee shall ensure that toilet bowls, lavatory fixtures, and floors in toilet rooms and kitchens are cleaned and sanitized as often as necessary to maintain them in a clean and sanitized condition or at least once every 24 hours.
- E.** If laundry belonging to a facility is done on facility premises, a licensee shall:
 1. Not use a kitchen or food storage area for sorting, handling, washing, or drying laundry;
 2. Locate the laundry equipment in an area that is separate from licensed activity areas and inaccessible to enrolled children;
 3. Not permit an enrolled child to be in a laundry room or use a laundry area as a passageway for enrolled children; and
 4. Ensure that laundry soiled by vomitus, urine, feces, blood, or other body fluid is stored, cleaned, and sanitized separately from other laundry.
- F.** A licensee shall ensure that:
 1. Each toilet room in a facility contains, within easy reach of enrolled children:
 - a. Mounted toilet tissue; and
 - b. Except as provided in subsection (G):
 - i. A sink with running water;
 - ii. Soap contained in a dispenser; and
 - iii. Disposable, single-use paper towels in a mounted dispenser, or a mechanical air hand dryer;
 2. Staff members wash their hands with soap and running water after toileting;
 3. An enrolled child's hands are washed with soap and running water after toileting;
 4. Except for a cup or receptacle used only for water, food waste is stored in a covered container and the container is clean and lined with a plastic bag;
 5. Food waste and other refuse is removed from the facility building at least once every 24 hours or more often as necessary to maintain a clean condition and avoid odors;
 6. A staff member or an enrolled child does not draw water for human consumption from a toilet room hand-washing sink;
 7. Toys, materials, and equipment are maintained in a clean condition;
 8. Plumbing fixtures are maintained in a clean and working condition; and
 9. Chipped or cracked sinks and toilets are replaced or repaired.

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G. A licensee may have a sink with running water, soap contained in a dispenser, and single-use paper towels in a mounted dispenser or a mechanical air hand dryer located directly outside a toilet room if an enrolled child exiting the toilet room can access the sink, soap, and paper towels or air hand dryer without having to cross space that is used for any activity.

R9-5-734. Pets and Animals

A. A licensee shall maintain written documentation of current immunization against rabies for each ferret, dog, or cat owned by a licensee or staff member that is present on facility premises.

B. A licensee shall ensure that a staff member:

1. Keeps all pet and animal habitats clean;
2. Prohibits reptiles, such as turtles, iguanas, snakes, and lizards, in the facility;
3. Prohibits birds in food preparation and eating areas;
4. Keeps pets and animals clean;
5. Prohibits pets and animals from endangering an enrolled child, staff member, or other individual on facility premises;
and
6. Keeps birds and animals such as horses, sheep, cattle, and poultry in an enclosure that is not accessible to an enrolled child except as part of an activity.

R9-5-735. Accident and Emergency Procedures

A. A licensee shall ensure that there is a first aid kit on facility premises that contains first aid supplies in a quantity sufficient to meet the needs of the enrolled children including the following:

1. Sterile bandages including:
 - a. Adhesive bandages of assorted sizes,
 - b. Sterile gauze pads, and
 - c. Sterile gauze rolls;
2. Antiseptic solution or sealed antiseptic wipes;
3. A pair of scissors;
4. Adhesive **or self-adhering** tape;
5. Single-use, non-porous gloves; and
6. Reclosable plastic bags of at least one-gallon size.

B. A licensee shall ensure that the first aid kit required in subsection (A) is accessible to staff members but inaccessible to enrolled children.

C. A licensee shall:

1. Prepare and date a written fire and emergency plan that contains:
 - a. The location of the first aid kit;
 - b. The names of staff members who have adult and pediatric first aid and CPR certification, as required by R9-5-725(E);
 - c. The directions for:
 - i. Initiating verbal notification of an enrolled child's parent by telephone or other equally expeditious means within 30 minutes of a fire or emergency, and
 - ii. Providing written notification to the enrolled child's parent within 24 hours, and
 - d. The facility's street address and the emergency telephone numbers for the local fire department, police department, ambulance service, and poison control center;
 - e. The procedures for evacuation, relocation, shelter-in-place and lockdown, staff and volunteer emergency preparedness training and practice drills, communication and reunification with families, continuity of

operations, and accommodation of children with disabilities and children with chronic medical conditions, as specified in R9-5-713;

2. Maintain the plan required in subsection (C)(1) in a location on facility premises that has an operable telephone service or two-way voice communication system that connects the facility with an individual who has direct access to an in-and-out operable telephone service;
 3. Post the plan required in subsection (C)(1) in any indoor activity area that does not have an operable telephone service or two-way voice communication system that connects the indoor activity area with an individual who has direct access to an in-and-out operable telephone services; and
 4. Update the plan in subsection (C)(1) every 12 months after the date of initial preparation of the plan or when any information changes.
- D.** The licensee shall consult with appropriate state and local authorities and shall establish and follow a written multi-hazard emergency and evacuation plan to protect children in the event of emergencies.
- E.** A licensee shall post, near an activity area or a room's designated exit, a building evacuation plan that details the designated exits from the activity area or room and the facility.
- F.** A licensee shall maintain and use a communication system that contains:
1. A direct-access, in-and-out, operating telephone service at the facility; or
 2. A two-way voice communication system that connects the facility with an individual who has direct access to an in-and-out, operating telephone service.
- G.** If while attending a facility an enrolled child has an accident, injury, or emergency that, based on an evaluation by a staff member, requires medical treatment by a health care provider, a licensee shall ensure that a staff member:
1. Notifies the enrolled child's parent and the Department immediately after the accident, serious physical injury, as defined in A.R.S. § 8-201, or emergency;
 2. Documents:
 - a. A description of the accident, serious physical injury, or emergency, including the date, time, and location of the accident, serious physical injury, or emergency;
 - b. The method used to notify the enrolled child's parent; and
 - c. The time the enrolled child's parent was notified; and
 3. Maintains documentation required in subsection (F)(2) on facility premises for 12 months after the date of the child's disenrollment.
- H.** If an enrolled child's parent informs a staff member at the facility that the enrolled child's parent obtained medical treatment from a health care provider for an accident, serious physical injury, or emergency the enrolled child had while attending the facility, a licensee shall ensure that a staff member:
1. Documents any information about the enrolled child's accident, serious physical injury, or emergency received from the enrolled child's parent; and
 2. Maintains documentation required in subsection (G)(1) on facility premises for 12 months after the date of the child's disenrollment.
- R9-5-736. Illness and Infestation**
- A.** A licensee shall not permit an enrolled child to remain at the facility if a staff member determines that the enrolled child shows signs of illness or infestation.
- B.** If an enrolled child exhibits signs of illness or infestation at a facility, a licensee shall ensure that a staff member:
1. Immediately separates the enrolled child from other enrolled children,
 2. Immediately notifies the enrolled child's parent by telephone or other expeditious means to arrange for the enrolled child's removal from the facility, and

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3. Maintains documentation of the notification on facility premises for 12 months after the date of the notification.
- C. A licensee shall ensure that a staff member who has signs of illness or infestation is excluded from a facility.
- D. A facility director shall not permit a staff member to return to a facility until free from signs of illness or infestation or until the staff member provides documentation by a health care provider that the individual may return to the facility.
- E. If a staff member or enrolled child contracts a communicable disease or infestation listed in 9 A.A.C. 6, Article 2, Table 2.2, a licensee shall ensure that, within 24 hours of notice of the communicable disease or infestation, written notice is provided to each staff member, parent, and the local health department.
- F. A licensee shall ensure that:
 1. A dated, written notice of the communicable disease or infestation is prepared and posted in the facility's entrance as required by R9-5-303;
 2. Documentation of the notification is maintained on facility premises for 12 months from the date of the notification; and
 3. Documentation of the absences of staff members and enrolled children due to a communicable disease or infestation listed in 9 A.A.C. 6, Article 2, Table 2.2, is prepared and maintained on facility premises for 12 months from the first date of absence.

R9-5-737. Medications

- A. A licensee shall ensure that a written statement is prepared and maintained on facility premises that specifies:
 1. Whether prescription or nonprescription medications are administered to enrolled children; and
 2. If prescription or nonprescription medications are administered, the requirements in subsection (B) for administering the prescription or nonprescription medications.
- B. If prescription or nonprescription medications are administered, a licensee shall ensure that:
 1. A facility director, or a staff member designated in writing by the facility director, is responsible for the administration of all medications in the facility, including storing, supervising an enrolled child's ingestion of a medication, and documenting all medications administered to an enrolled child;
 2. A facility director ensures that only one staff member in the facility at any given time is responsible for the administration of medications;
 3. A facility director, or a staff member designated in writing by the facility director, does not administer a medication to an enrolled child unless the facility receives written authorization signed by the enrolled child's parent or health care provider that includes the:
 - a. Name of the enrolled child;
 - b. Type of the medication;
 - c. Prescription number, if any;
 - d. Instructions for administration specifying the:
 - i. Dosage and route of administration;
 - ii. If indicated, starting and ending dates of the dosage period; and
 - iii. Times and frequency of administration;
 - e. Reason for the medication; and
 - f. Date of authorization; and
 4. A staff member:
 - a. Administers a prescription medication provided by a parent only from a container dispensed by a pharmacy;
 - b. Administers a nonprescription medication provided by a parent for an enrolled child only from a container prepackaged and labeled for use by the manufacturer and labeled with the enrolled child's name;

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- c. Does not administer any medication that has been transferred from one container to another; and
 - d. Does not administer a nonprescription medication to an enrolled child inconsistent with the instructions on the nonprescription medication's label, unless the facility receives written authorization from the enrolled child's health care provider.
- C. A licensee shall allow an enrolled child to receive an injection only after obtaining a written authorization from a health care provider.
- D. A licensee shall maintain the health care provider's written authorization required in subsection (C) on facility premises for 12 months after the date of the written authorization.
- E. An individual authorized by state law to give injections may give an injection to an enrolled child. In an emergency, an individual may give an injection to an enrolled child according to A.R.S. §§ 32-1421(A)(1) and 32-1631(2).
- F. A licensee shall maintain documentation of all medications administered to an enrolled child.
 - 1. Documentation shall contain:
 - a. The name of the enrolled child;
 - b. The name and amount of medication administered and the prescription number, if any;
 - c. The date and time the medication was administered; and
 - d. The signature of the staff member who administered the medication to the enrolled child; and
 - 2. A licensee shall maintain the documentation on facility premises for 12 months after the date the medication is administered.
- G. A licensee shall return all unused prescription and nonprescription medications to a parent when the medication prescription date has expired or the medication is no longer being administered to the enrolled child or dispose of the medication if unable to locate the enrolled child's parent after the child's disenrollment.
- H. Except as provided in subsection (J), a licensee shall ensure that prescription and nonprescription medications are stored as follows:
 - 1. An enrolled child's medication is kept in a locked, leak-proof storage cabinet or container that is used only for storing enrolled children's medications and is located out of reach of children;
 - 2. Medication for a staff member is kept in a locked, leak-proof storage cabinet or container that is separate from the storage container for enrolled children's medications and is located out of reach of children; and
 - 3. Medications requiring refrigeration are kept in a locked, leak-proof container in a refrigerator.
- I. Except as specified in A.R.S. § 36-2229(B) through (D), a licensee shall ensure that a facility does not stock a supply of medications for administration to enrolled children, including:
 - 1. Any prescription medication; or
 - 2. A nonprescription medication such as aspirin, acetaminophen, ibuprofen, or cough syrup.
- J. A staff member's or enrolled child's prescription medication necessary to treat life-threatening symptoms:
 - 1. May be kept in the activity area where the staff member or enrolled child is present; and
 - 2. Except when the prescription medication is administered to treat life-threatening symptoms, is inaccessible to an enrolled child.
- K. A licensee of a licensed child care facility owned and located on a public school premises shall ensure that enrolled school-aged children are allowed to possess emergency medications and self-administer auto-injectable epinephrine and handheld inhaler devices according to A.R.S. § 15-341, if an enrolled school-aged child:
 - 1. Has a written prescription from a physician,
 - 2. Is named on the prescription label, and
 - 3. Has written documentation from the enrolled school-aged child's parent approving the enrolled school-aged child to possess and self-administer emergency medication.

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R9-5-738. Transportation

- A.** A licensee who transports an enrolled child in a motor vehicle that the licensee owns, or acquires for use by contract, shall:
1. Obtain dated, written permission from the enrolled child’s parent before the licensee transports the enrolled child;
 2. Maintain written permission required in subsection (A)(1) on facility premises for 12 months after the date on the written permission;
 3. Ensure that the motor vehicle is registered by the Arizona Department of Transportation as required by A.R.S. Title 28, Chapter 7;
 4. Maintain documentation of current motor vehicle insurance coverage inside the motor vehicle;
 5. Contact the Department no later than 24 hours after a motor vehicle accident that occurs while transporting an enrolled child;
 6. Submit a written report to the Department within seven calendar days after a motor vehicle accident that occurs while transporting an enrolled child;
 7. Not permit an enrolled child to be transported in a truck bed, camper, or trailer attached to a motor vehicle;
 8. Use a child passenger restraint system, as required by A.R.S. § 28-907, for each enrolled child who is:
 - a. Under eight years of age, and
 - b. Not more than four feet nine inches tall.
 9. Ensure that the motor vehicle has:
 - a. A working mechanical heating system capable of maintaining a temperature throughout the motor vehicle of at least 60° F when outside air temperatures are below 60° F;
 - b. Except as provided in subsection (E), a working air-conditioning system capable of maintaining a temperature throughout the motor vehicle at or below 86° F when outside air temperatures are above 86° F;
 - c. Except as provided in subsection (F), a first aid kit that meets the requirements of R9-5-735(A);
 - d. Two large, clean towels or blankets; and
 - e. Sufficient drinking water available to meet the needs of each enrolled child in the motor vehicle and sufficient cups or other drinking receptacles so that each enrolled child can drink from a different cup or receptacle;
 10. Ensure that the motor vehicle is:
 - a. Maintained in a clean condition,
 - b. In a mechanically safe condition, and
 - c. Free from hazards; and
 11. Maintain the service and repair records of the motor vehicle as follows:
 - a. A person operating a single child care facility shall maintain the service and repair records for at least 12 months after the date of an inspection or repair in a single location on facility premises;
 - b. A public or private school that uses a school bus, as defined in A.R.S. § 28-101, shall maintain the service and repair records for the school bus as provided in A.A.C. R13-13-108; and
 - c. A school governing board, charter school, or person operating multiple child care facilities shall maintain the service and repair records for any motor vehicle other than a school bus for at least 12 months after the date of an inspection or repair in a single administrative office located in the same city, town, or school attendance area as the facility.
- B.** A licensee shall ensure that an individual who drives a motor vehicle used to transport an enrolled child:
1. Is 18 years of age or older;
 2. Holds a valid driver’s license issued by the Arizona Department of Motor Vehicles as prescribed by A.R.S. Title 28, Chapter 8;

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3. Carries a list stating the name of each enrolled child being transported and a copy of each enrolled child's Emergency, Information, and Immunization Record including the attached immunization record or exemption affidavit, in the motor vehicle;
 4. Requires that each door be locked before the motor vehicle is set in motion and keeps the doors locked while the motor vehicle is in motion;
 5. Does not permit an enrolled child to be seated in front of a motor vehicle's air bag;
 6. Requires that each enrolled child remain seated and entirely inside the motor vehicle while the motor vehicle is in motion;
 7. Except as provided in subsection (E), requires that each enrolled child be secured in a seat belt before the motor vehicle is set in motion and while the motor vehicle is in motion;
 8. Does not permit an enrolled child to open or close a door or window in the motor vehicle;
 9. Sets the emergency parking brake and removes the ignition keys from the motor vehicle before exiting the motor vehicle;
 10. Ensures that each enrolled child is loaded into or unloaded from the motor vehicle away from moving traffic at curbside or in a driveway, parking lot, or other location designated for this purpose; and
 11. Does not use audio headphones or a telephone while the motor vehicle is in motion.
- C.** When transporting an enrolled school-age child in a motor vehicle, a licensee shall ensure that the staff-to-children ratios required in R9-5-726(A) are met. A motor vehicle driver may be counted in the staff-to-children ratio, when transporting an enrolled school-age child in a motor vehicle, if the motor vehicle driver meets the qualifications of a child educator.
- D.** A licensee who is transporting an enrolled child in a commercial motor vehicle, as defined in A.R.S. § 28-1301, is exempt from the provisions in subsections (A)(9), (A)(10)(b), and (B)(7).
- E.** A licensee who is transporting an enrolled child in a school bus, as defined in A.R.S. § 28-101, is exempt from the provision in subsection (A)(10)(c) and shall comply with A.A.C. R13-13-107.

R9-5-739. Field Trips

- A.** A licensee providing a field trip for an enrolled child shall:
1. Obtain written permission from a parent before the enrolled child participates in a field trip including the:
 - a. Date and description of the field trip;
 - b. Times of departure from and return to the facility; and
 - c. Name, street address, and telephone number, if any, of the field trip destination;
 2. Prepare a written field trip plan including:
 - a. The name of each participating enrolled child, staff member, and other individuals on the field trip;
 - b. The times of departure from and return to the facility;
 - c. If applicable, the license plate number of any motor vehicle used on the field trip; and
 - d. The name, street address, and telephone number, if any, of the field trip destination; and
 3. Maintain the written permission in subsection (A)(1) and written field trip plan in subsection (A)(2) on facility premises for 12 months after the date of the field trip.
- B.** A licensee shall ensure that a staff member taking enrolled children on a field trip carries the following on the field trip:
1. Documentation of the Emergency, Information, and Immunization Record including the attached immunization record or exemption affidavit, of each enrolled child participating in the field trip;
 2. A copy of the written field trip plan required in subsection (A)(2);
 3. A list stating the name of each participating enrolled child; and
 4. Sufficient water to meet the needs of each enrolled child participating in the field trip.

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- C.** A staff member shall verify the presence of each enrolled child and place a checkmark next to the enrolled child's name on the list required in subsection (B)(3) for each enrolled child who is present at the following times:
1. At the beginning of the field trip or when boarding the motor vehicle.
 2. Upon arrival and each hour while at the field trip destination.
 3. When preparing to leave the field trip destination or when boarding the motor vehicle to return to the facility, and
 4. When reentering the facility at the conclusion of the field trip.
- D.** A licensee shall ensure that each enrolled child participating in a field trip is wearing in plain view a written identification stating the facility's name, address, and telephone number.
- E.** A licensee shall also ensure that each enrolled child is wearing out of view a written identification stating the enrolled child's name.
- F.** If a licensee uses a motor vehicle volunteered by a parent or other individual for a field trip, a licensee shall determine before the field trip begins that the motor vehicle is in compliance with R9-5-517(A)(3) and (4) and that the motor vehicle driver is in compliance with R9-5-517(B)(1) and (2).
- G.** When six or more enrolled children are participating in a field trip, a licensee shall ensure that a child educator and at least one additional staff member are present on the field trip, including in each motor vehicle.
- H.** A licensee may use the written permission required in subsection (A) for multiple field trips if:
1. The date of the first field trip is within 180 days;
 2. The specific date of each field trip is documented;
 3. The destination and the purpose remain the same;
 4. The times of departure from and return to the facility for each date are documented; and
 5. The parent permission is applicable to the dates provided on the authorization form.

R9-5-740. General Physical Plant Standards

A licensee shall comply with the following physical plant requirements, as applicable:

1. Toilets and hand-washing sinks are available to enrolled children in a facility as follows:
 - a. At least one flush toilet and one hand-washing sink for 10 or fewer children.
 - b. At least two flush toilets and two hand-washing sinks for 11 to 25 children, and
 - c. At least one flush toilet and one hand-washing sink for each additional 20 children;
3. A hand-washing sink required in R9-5-503(A)(2) or subsection (2) provides running water with a drain connected to a sanitary sewer as defined in A.R.S. § 45-101;
4. A glass mirror, window, or other glass surface that is located within 36 inches of the floor is made of safety glass that has been manufactured, fabricated, or treated to prevent the glass from shattering or flying when struck or broken, or is shielded by a barrier to prevent impact by or physical injury to an enrolled child.

R9-5-741. Facility Square Footage Requirements

- A.** A licensee shall ensure that the facility meets the following square footage requirements for indoor activity areas based on the child care services classifications at least 25 square feet of indoor activity space for each school-aged child.
- B.** When computing indoor activity space for subsections (A)(1) through (3) to determine licensed capacity, the floor space occupied by the following shall be excluded:
1. The interior walls;
 2. A kitchen, bathroom, closet, hallway, stair, entryway, office, a room designated for isolating an enrolled child from other children, storage rooms, and a room designated for the sole use of child care staff; and
 3. Room space occupied by desks, file cabinets, storage cabinets, and hand washing sinks.
- C.** To provide activities that develop large muscles and an opportunity to participate in structured large muscle physical activities, a licensee shall:

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1. Provide at least 75 square feet of outdoor or indoor activity area per child for at least 50% of the facility's licensed capacity, or
 2. If children are in care for less than four consecutive hours, the licensee is not required to have an outdoor activity space.
- D.** A licensee substituting indoor activity area for outdoor activity area shall install and maintain a mat or pad designed to provide impact protection in the fall zone of indoor swings, slides, and climbing equipment.

R9-5-742. Outdoor Activity Areas

- A.** Except as provided in subsection (B), a licensee shall not permit an enrolled child to cross a driveway or parking lot to access an outdoor activity area on the facility premises or a school campus unless the licensee obtains written approval from the Department.
- B.** Except as provided in subsection (D), a licensee shall ensure that an outdoor activity area:
1. Is enclosed by a fence:
 - a. A minimum of 4 feet high.
 - b. Secured to the ground, and
 - c. With either vertical or horizontal open spaces on the fence or gate that do not exceed 4.0 inches;
 2. Is maintained free from hazards, such as exposed concrete footings and broken toys; and
 3. Has gates that are kept closed while an enrolled child is in the outdoor activity area.
- C.** A licensee shall ensure that a playground used only for enrolled school-age children at a facility operating at a public school meets the fencing requirements of the public school. If the Department determines by inspection that a facility fence at a public school does not ensure the health, safety, or welfare of enrolled children, the licensee shall meet the fencing requirements of subsection (C).
- D.** A licensee shall ensure that the following is provided and maintained within the fall zones of swings and climbing equipment in an outdoor activity area:
1. A shock-absorbing unitary surfacing material manufactured for such use in outdoor activity areas; or
 2. A minimum depth of 6 inches of a nonhazardous, resilient material such as fine loose sand or wood chips.
- E.** A licensee shall ensure that hard surfacing material such as asphalt or concrete is not installed or used under swings or climbing equipment unless used as a base for a rubber surfacing.
- F.** A licensee shall ensure that a swing or climbing equipment is not located in the fall zone of another swing or climbing equipment.
- G.** A licensee shall provide a shaded area for each enrolled child occupying an outdoor activity area at any time of day.

R9-5-743. Swimming Pools

- A.** If a licensee uses a public or semi-public swimming pool for an enrolled child, the swimming pool shall meet the requirements of the swimming pool ordinance enacted by the local government. If no ordinance has been adopted, the swimming pool shall meet the requirements in A.A.C. R9-8-801 through R9-8-813.
- B.** A licensee that uses a private pool for an enrolled child shall ensure that the swimming pool and its equipment meet the following requirements:
1. If a licensee uses a private pool that is a minimum of 2 feet in depth for enrolled children, the swimming pool shall meet the requirements of the swimming pool ordinance enacted by the local government and, at a minimum, be equipped with the following:
 - a. A recirculation system consisting of piping, pumps, filters, and water conditioning and disinfecting equipment that conforms to the swimming pool manufacturer's specifications for installation and operation, and is adequate to clarify and disinfect the pool water continuously;

- b. Two swimming pool inlets located on opposite sides of the swimming pool to produce uniform circulation of water and maintain uniform chlorine residual throughout the entire swimming pool without the existence of dead spots;
 - c. A drain located at the swimming pool's lowest point and covered by a grating that cannot be removed by bathers;
 - d. A swimming pool water vacuum system in operating condition;
 - e. A removable strainer to prevent hair, lint, or other objects from reaching the pump and filter;
 - f. An automatic mechanical water disinfectant system in use and in operating condition. The disinfecting agents shall maintain the swimming pool water as follows:
 - i. A free chlorine level between 1.0 and 3.0 parts per million as tested by the diethyl-p-phenylene diamine method or 0.4 to 1.0 parts per million when tested by the orthotolidine method;
 - ii. A pH level between 7.0 and 8.0 as tested by the diethyl-p-phenylene diamine method or the orthotolidine method; or
 - iii. A bromine level between 2.0 and 4.0 parts per million as tested by the diethyl-p-phenylene diamine method;
 - g. A shepherd's crook; and
 - h. A ring buoy attached to a 1/2 inch diameter rope at least 25 feet in length;
2. If a licensee uses a private pool that is less than 2 feet in depth for enrolled children, the swimming pool shall meet the requirements of subsection (B)(1) except that:
- a. The swimming pool shall have a minimum of one swimming pool inlet;
 - b. The swimming pool is not required to have a bottom drain;
 - c. A pool water vacuum cleaning system is not required, and
 - d. A ring buoy with an attached rope is not required;
3. A portable pool that does not meet the requirements of subsection (B)(1) or (2) is prohibited;
4. On each day an enrolled child uses the swimming pool, a licensee shall test the water in the swimming pool at least once every day to verify that the swimming pool water meets the swimming pool water chemical ranges in subsection (B)(1)(f);
5. A licensee shall create a written swimming pool log at the swimming pool site while enrolled children are using the swimming pool that includes results of tests required in subsection (B)(4) and maintain the written swimming pool log on facility premises for three months after the last date the swimming pool water was tested and documented.
6. If the swimming pool water does not meet the swimming pool water chemical ranges in subsection (B)(1)(f), the licensee shall:
- a. Add liquid or dissolved dry chemicals to the swimming pool water,
 - b. Document any actions taken by the licensee to restore the swimming pool water chemical ranges in the written swimming pool log required in subsection (B)(5)(a), and
 - c. Not allow enrolled children to use the swimming pool until tests of the swimming pool water verify that the swimming pool water meets the swimming pool water chemical ranges in subsection (B)(1)(f).
- C. A licensee shall ensure that a public, semi-public, or private pool used by an enrolled child is enclosed by a wall, fence, or barrier that complies with:
- 1. The requirements of a swimming pool barrier ordinance adopted by the local government where the swimming pool is located; or
 - 2. If the local government where the swimming pool is located has not adopted a swimming pool barrier ordinance, the requirements in A.R.S. § 36-1681.

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- D.** A licensee that uses any semi-public or private swimming pool for enrolled children shall ensure that the swimming pool has been inspected by the Department or a city or county health department before it is used by enrolled children.
1. If a licensee operates or uses a swimming pool that is inspected by a city or county health department, the licensee shall provide the Department with a current written report of the swimming pool inspection.
 2. A licensee shall maintain the current swimming pool inspection reports of a swimming pool used by enrolled children on the facility premises.
- E.** A licensee shall ensure that written permission is:
1. Obtained from an enrolled child's parent before allowing the enrolled child to participate in a swimming activity, and
 2. Maintained on facility premises for 12 months after the date the enrolled child participated in the swimming activity.

R9-5-744. Fire and Safety

- A.** A licensee shall install and maintain a portable, pressurized fire extinguisher that meets, at a minimum, a 2A-10-BC rating of the Underwriters Laboratories in a facility's kitchen and any other location required by Standard 10-1 of the International Fire Code, incorporated by reference in A.A.C. R9-10-104.01.
- B.** A licensee shall ensure that:
1. All designated exits, corridors, and passageways that provide an escape from the building are unobstructed and unlocked during hours of operation;
 2. Combustible material, such as paper, boxes, or rags, is not permitted to accumulate inside or outside the facility premises;
 3. An unvented or open-flame space heater or portable heater is not used on the facility premises;
 4. A gas valve on an unused gas outlet is removed and capped where it emerges from the wall or floor;
 5. Electrical extension cords are not used;
 6. Slow cookers and hot plates are used only in a kitchen and are inaccessible to an enrolled child;
 7. Heating and cooling equipment is inaccessible to an enrolled child;
 8. Fans are mounted and inaccessible to an enrolled child;
 9. Toilet rooms are ventilated to the outside of the building, either by a screened window open to the outside air or by an exhaust fan and duct system that is operated when the toilet room is in use;
 10. A toilet room with a door that opens to the exterior of a building is equipped with a self-closing device that keeps the door closed except when an individual is entering or exiting;
 11. A toilet room door does not open into a kitchen;
 12. A smoke detector is installed in each indoor activity area and kitchen;
 13. Each smoke detector required in subsection (B)(13) is:
 - a. Maintained in an operable condition;
 - b. Either battery operated or, if hard wired into the electrical system of the child care facility, has a back-up battery; and
 - c. Tested monthly;
 14. If the local fire jurisdiction requires a sprinkler system, the sprinkler system is:
 - a. Installed,
 - b. Operable,
 - c. Tested quarterly, and
 - d. Serviced at least once every 12 months;
 15. The fire extinguisher required in subsection (A):
 - a. Is serviced at least once every 12 months; and
 - b. Has a tag attached to the fire extinguisher that specifies the date of the last servicing, and

Yellow Highlights: New Changes
Strikeouts: Language being removed
Underline: New language

16. The testing required in subsections (B)(14) and (15) and servicing required in subsection (B)(16) is documented and the documentation is:
 - a. Maintained by the licensee, and
 - b. Available for at least 12 months after the date of the testing or servicing.

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