

# Department's Child Care Guide

(June 2016)

**Child Care Licensing (CCL)** is a state program within the Bureau of Child Development in the Utah Department of Health. The mission of the Bureau of Child Development is to support the health and development of Utah families and their children. CCL supports the Bureau mission by ensuring that child care facilities meet health and safety standards. CCL regulates both in-home child care providers and child care centers. CCL conducts at least one announced and one unannounced inspection once a year.

CCL also investigates **complaints against licensed and unlicensed child care providers**. We encourage parents to discuss any questions or concerns they may have with the child care provider and to feel free to contact CCL with questions, concerns, or complaints. CCL can be contacted online at [childcarelicensing.utah.gov](http://childcarelicensing.utah.gov) or by calling one of our regional offices listed below.

**Regulated child care providers are required to ensure that all of the child care licensing rules are followed at all times.** These rules are both research and evidence based and have been established to help protect the health and safety of children in child care.

Required caregiver-to-child ratios are to ensure that there are enough caregivers to adequately supervise children, to ensure children's safety, and to meet children's needs. **Low caregiver-to-child ratios** are most critical for infants and toddlers. It is also important for older children to have adult support and guidance while encouraging independent, self-initiated play and other activities. Caregivers are to regularly assess the environment to evaluate how their ability to see and hear children during activities might be improved.

Everyone who has access to the children in care has to **pass a comprehensive background screening** check performed by CCL.

A full version of CCL rules may be found at [childcarelicensing.utah.gov](http://childcarelicensing.utah.gov). Following are the CCL Rule Topics:

|   |   |  |  |   |  |
|---|---|--|--|---|--|
| <b>1. Introduction</b><br>The inspection process                    | <b>2. Definitions</b><br>The meaning of words used                        | <b>3. License Required</b><br>Who requires a state license   | <b>4. Facility</b><br>Physical aspects of the facility                       | <b>5. Cleaning &amp; Maintenance</b><br>All environments                | <b>6. Outdoor Environment</b><br>Including play equipment  |
| <b>7. Personnel</b><br>Who works, volunteers or lives at a facility | <b>8. Administration</b><br>Management aspects of the facility            | <b>9. Records</b><br>Required documentation                  | <b>10. Emergency Preparedness</b><br>Includes handling emergencies           | <b>11. Supervision and Ratios</b><br>Includes # of caregivers per child | <b>12. Injury Prevention</b><br>Includes handling injuries |
| <b>13. Parent Notification and Child Security</b>                   | <b>14. Child Health</b><br>Includes physical, emotional, and sexual abuse | <b>15. Child Nutrition</b><br>Basic nutritional requirements | <b>16. Infection Control</b><br>Hygiene and prevention of infectious disease | <b>17. Medications</b><br>Handling and storage of medication            | <b>18. Napping</b><br>Sleeping equipment and rest          |
| <b>19. Child Discipline</b><br>Appropriate use                      | <b>20. Activities</b><br>Daily schedules including off-site               | <b>21. Transportation</b><br>Safety measures                 | <b>22. Animals</b><br>Handling requirements                                  | <b>23. Diapering</b><br>Equipment and procedures                        | <b>24. Infant and Toddler Care</b><br>0-24 months          |

Parents **have the right to access** the facility and their child's classroom at all times their child is in care.

Having a city business license is not the same as having a child care license or certificate.

Reporting **child abuse or neglect** to law enforcement or Child Protective Services is required by Utah law.



To report suspected or witnessed child abuse or neglect please contact DCFS hotline at:

**1-855-323-3237**

To look for quality child care and providers compliance history please visit:

**[careaboutchildcare@utah.gov](mailto:careaboutchildcare@utah.gov)**

To contact CCL with questions, concerns, or complaints please call us or visit our website at:

**South Region:**

801-374-7688 or toll free at 800-894-2588

**North Region:**

801-273-6617 or toll free at 888-287-3704

**[childcarelicensing.utah.gov](http://childcarelicensing.utah.gov)**