

Chart of Rule Changes for Out of School Time Programs

This chart is not a complete list of all the rules but is a chart of the changes that became effective on March 30, 2016. A complete copy of the rules can be found at childcarelicensing.utah.gov.

Out of School Time Program Rules R381-70

Section – 2 – Definitions

- (8) "Director" means a person who meets the director qualifications of this rule, and who assumes the day-to-day responsibilities for the facility to be in compliance with Child Care Licensing rules.
- (25) "Provider" means the licensee or the entity providing child care services.

Section – 6 – Outdoor Environment

- (7) The outdoor play area shall have a shaded area to protect each children from excessive sun and heat whenever there are children in the outdoor play area.

Section – 7 – Personnel

- (1) The program must have a director who is at least 21 years of age, who has completed the Center Director Training class offered by the Department, and who has one of the following educational credentials:
- (a) an associates, bachelors, or graduate degree from an accredited college and successful completion of at least 12 semester credit hours of coursework in childhood development, elementary education, or a related field;
 - (b) a currently valid national certification such as a Certified Childcare Professional (CCP) issued by the National Child Care Association, a Child Development Associate (CDA) issued by the Council for Early Childhood Professional Recognition, or other credential that the licensee demonstrates as equivalent to the Department; or
 - (c) a currently valid National Administrator Credential (NAC) as approved by the Department, plus one of the following:
 - (i) valid proof of successful completion of 12 semester credit hours of coursework in childhood development, elementary education, or a related field; or
 - (ii) valid proof of completion of the following six Utah Career Ladder courses, or their equivalent, as approved by the Utah Child Care Professional Development Institute: Child Development: Ages and Stages; Advanced Child Development; School Age Course 1; School Age Course 2; School Age Course 3; and School Age Course 4.
- (2) Any new Center director must complete the Department's Center Director Training Class no later than 60 working days after assuming director duties.
- (7) Whenever there are children at the program, there shall be at least one caregiver present who can demonstrate the English literacy skills needed to care for children and respond to emergencies.
- (8) Each new caregiver, and volunteers who count in the caregiver to child ratio, shall receive at least 2.5 hours of pre-service pre-service training prior to assuming caregiving duties. Pre-service training shall be documented and shall include the following topics:
- (a) job description and duties;
 - (b) the Department-approved program's written policies and procedures;

- (c) the Department-approved program's emergency and disaster plan;
 - (d) the current child care licensing rules found in Sections R381-70-11 through 22;
 - (e) introduction and orientation to the children assigned to the caregiver;
 - (f) a review of the information in the health assessment for each child in their assigned group;
 - (g) signs and symptoms of child abuse and neglect, including child sexual abuse, and legal reporting requirements for witnessing or suspicion of abuse, neglect, and exploitation;
 - (h) recognizing the signs of homelessness and available assistance;
 - (i) prevention of shaken baby syndrome and abusive head trauma, and coping with crying babies; and
 - (j) prevention of sudden infant death syndrome and use of safe sleeping practices.
- (9) The program director, assistant director, all caregivers, and substitutes who work an average of 10 hours a week or more, as averaged over any three month period, shall complete a minimum of 2 hours of training for each month during which they are employed, or 20 hours of training each year, based on the program's license date.
- (a) Documentation of annual training shall be kept in each caregiver's file, and shall include the name of the training organization, the date, the training topic, and the total hours or minutes of training.
 - (b) Annual training hours shall include the following topics:
 - (i) a review of the current child care licensing rules found in Sections R381-70-11 through 22;
 - (ii) a review of the Department-approved program's written policies and procedures and emergency and disaster plans, including any updates;
 - (iii) signs and symptoms of child abuse and neglect, including child sexual abuse, and legal reporting requirements for witnessing or suspicion of abuse, neglect, and exploitation;
 - (iv) principles of child growth and development, including development of the brain;
 - (v) positive guidance; (vi) prevention of shaken baby syndrome and abusive head trauma, and coping with crying babies;
 - (vii) prevention of sudden infant death syndrome and use of safe sleeping practices; and
 - (viii) recognizing the signs of homelessness and available assistance;

Section – 8 – Administration

- (6) Director designees shall be at least 21 years of age, and shall have completed their pre-service training.
- (12) The licensee shall establish, and shall ensure that all caregivers follow, written policies and procedures for the health and safety of each child in care. The licensee shall submit to the Department these policies and procedures for approval on a form provided by Child Care Licensing.

Section – 9 – Records

- (1) The provider shall maintain the following general records on-site for review by the Department:
 - (a) documentation of the previous 12 months of fire and disaster drills as specified in R381-70-10(9) and R381-70-10(11);
 - (b) current animal vaccination records as required in R381-70-22(3);
 - (c) a six week record of child attendance, including sign-in and sign-out records;

- (d) a current local health department inspection;
 - (e) a current local fire department inspection;
 - (f) copy of all covered individuals' background screening cards issued by the Department.
- (4) The provider shall maintain the following records for each staff member on-site for review by the Department:
- (a) date of initial employment;
 - (b) copy of the current background screening card issued by the Department;
 - (c) a six week record of days and hours worked;
 - (d) pre-service training documentation for caregivers, and for volunteers who count in the caregiver to child ratio;
 - (e) annual training documentation for all providers and substitutes who work an average of 10 hours a week or more, as averaged over any three month period; and
 - (f) current first aid and CPR certification, if applicable as required in R381-70-10(2), R381-70-20(5)(d), and R381-70-21(2).

Section – 10 – Emergency Preparedness

- (4) The licensee shall submit to the Department a written emergency preparedness and disaster response plan for approval on a form provided by Child Care Licensing.

Section – 12 – Injury Prevention

- (4) The following items shall be inaccessible to children:
- (b) tobacco, e-cigarettes, e-juice, e-liquids, alcohol, illegal substances, and sexually explicit material;

Section – 13 – Parent Notification and Child Security

- (4) The provider shall give parents a written report of every incident, accident, or injury involving their child on the day of occurrence. The caregivers involved, the program director or director designee, and the person picking the child up shall sign the report on the day of occurrence. If the child signs him or herself out of the program, a copy of the report shall be sent to the parent.

Section – 15 – Child Nutrition

- (1) If food service is provided:
- (d) The provider shall make available the current week's menu for parent review.