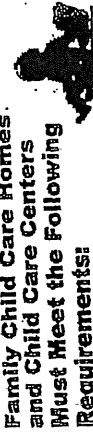


This Brochure Provides Information About:



- The requirements that State-regulated family child care homes and child care centers must meet;
- Your rights and responsibilities as the parent of a child in regulated care, and
- How and where to file a complaint if you believe your child care provider has violated State child care licensing regulations.

Who Regulates Child Care?

All child care in Maryland is regulated by the Child Care Administration (CCA), an agency of the Maryland Department of Human Resources. It is CCA's responsibility to ensure that safe child care is available to Maryland families.

All child care facilities must meet minimum health, safety, and program standards set by Maryland law. To remain licensed, facilities must maintain compliance with those standards. Every licensed facility is inspected by CCA at least once each year to evaluate the facility's compliance with child care regulations.

- CCA's thirteen Regional Offices are responsible for licensing activities, including:
- Issuing child care licenses;
 - Inspecting child care facilities;
 - Investigating complaints against licensed child care facilities;
 - Investigating reports of unlicensed (illegal) child care; and
 - Taking enforcement action when necessary to achieve compliance with regulations.

There are two types of regulated child care facilities: *family child care homes* and *child care centers*.

Family Child Care Homes and Child Care Centers Must Meet the Following Requirements:



- Have the approval of CCA, the fire department and other local agencies, as required (i.e., zoning, health, and environment).
- Provide care only in the areas of the facility that have been approved for use.
- Have the license issued by CCA posted where it is easily and clearly visible to parents. The license shows:
 - > the maximum number of children who may be present at the same time;
 - > the age groups which may be served; and
 - > the facility's approved hours of operation.
- At all times, each child must be supervised in a manner appropriate to the child's age, activities, and individual needs.
- All areas of the facility used for child care must be clean, well lit, and properly ventilated. Room temperatures should be comfortable.
- If food service is provided, food must be stored, prepared, and served in a safe, sanitary and healthful manner.
- The facility must offer a daily program of indoor and outdoor activities that are appropriate to the age, needs and capabilities of each child.
- An up-to-date emergency information card must be on file and maintained for each child.
- The facility must post an approved emergency evacuation plan and conduct evacuation drills at least monthly.
- Child discipline procedures must be appropriate to a child's age and maturity level and may not include the deliberate infliction of physical or emotional pain. *Corporal punishment of any kind is strictly prohibited.*

ADDITIONAL INFORMATION

The Maryland Child Care Credentialing Program is a voluntary child care credentialing program that recognizes child care providers' education, experience and professional activities at six levels. Credentialled providers are authorized and encouraged to display the seal issued by the Child Care Administration.



Program Accreditation
Child care programs have the option of becoming state or nationally accredited. Accreditation means that the facility and staff have met program standards of quality.

Child Care and the Americans with Disabilities Act
The federal Americans with Disabilities Act (ADA) requires all child care programs to make reasonable efforts to accommodate children with disabilities. For more information about the ADA, please contact the CCA Regional Offices in your area or one of the following organizations:

LOCATE: Child Care Maryland Committee for Children, Inc.
608 Water Street
Baltimore, MD 21202
Phone: (410) 752-7588
www.mdchildcare.org

Maryland Developmental Disabilities Council
One Market Center
300 West Lexington Street, Box 10
Baltimore, MD 21201
Phone: (410) 333-3688
www.md-council.org



Robert L. Ehrlich, Jr., Governor
Maryland Department of Human Resources
Christopher J. McCabe, Secretary
Equal Opportunity Employer

A PARENT'S GUIDE TO REGULATED CHILD CARE



Important Information for Parents of Children in Child Care Facilities

A publication of the Maryland Department of Human Resources
Child Care Administration
Office of Licensing
www.dhr.state.md.us/ocalliance



Dear Parent/Guardian:

Maryland child care regulations require your child care provider to verify that you received a copy of "A Parent's Guide to Regulated Child Care." On the lines below, please write the name of each child you have placed in the care of this provider. Complete and sign the statement at the bottom, tear off and give this portion of the brochure to the child care provider for retention in the facility's files.

Child _____

Child _____

Child _____

Child _____

I, _____ have received a copy of the consumer education brochure entitled "Parent's Guide to Regulated Child Care."

Date _____

Signature of Parent/Guardian _____

There are certain requirements that apply only to homes or centers.

Family Child Care Homes

- Up to 8 children may be in care at the same time if the home meets certain physical requirements. No more than 2 children under the age of two, including the caregiver's own, may be in care at the same time unless the home has been approved to serve additional children in this age group and an additional adult is present. Under no circumstance may care be provided at the same time to more than 4 children under the age of two.
- Each applicant for a family child care license must: Have a criminal background check and child abuse/neglect clearance;
- Submit a recent medical evaluation; and
- Complete pre-service training requirements, including certification in first aid and CPR.
- Each adult resident of the home must also have a criminal background check and child abuse/neglect clearance.
- After becoming licensed, the caregiver must periodically complete additional training. Also, current certification in first aid and CPR must be maintained at all times.
- Each caregiver must have at least one substitute who is available to care for the children in the event of the caregiver's temporary absence from the home. Each substitute is subject to approval by CCA and must have a child abuse/neglect clearance. If paid by the caregiver, a substitute must also have a criminal background check. Before allowing a substitute to provide care, the caregiver must tell the substitute how to reach parents in the event of an emergency and familiarize the substitute with the home's child health and safety procedures.

Child Care Centers

The center director and staff members who have group supervision responsibilities must meet minimum education, experience, and training qualifications. They must also meet continued training requirements each year.

The director must have a criminal background check and a child abuse/neglect clearance. Paid staff members must also have criminal background checks. All employees must submit a medical evaluation.

- In each classroom, staff/child ratios and maximum group size requirements must be maintained at all times. The following table shows some basic age groupings and the applicable requirements:
- | Age Group | Ratio | Maximum Size |
|------------------|-------|--------------|
| 0-18 months | 1:3 | 6 |
| 18-24 months | 1:3 | 9 |
| 2 years | 1:6 | 12 |
| 3-4 years | 1:10 | 20 |
| 5 years or older | 1:15 | 30 |
- For every 20 children present, there must be at least one staff member who is currently certified in first aid and CPR.

Your Rights and Responsibilities as a Child Care Consumer

- **You have the right to:**
 - Expect that the care your child receives meets the standards set by Maryland child care regulations (NOTE: the regulations are available online at www.dhr.state.md.us/ccca/licenses/regulations);
 - Visit the facility without prior notification any time your child is there;
 - See the rooms and outside play area where care is provided during program hours;
 - Be notified if someone in the family child care home smokes. In child care centers, smoking is prohibited;
 - Receive advance notice when a substitute will be caring for your child in a family child care home for more than two hours at a time;
 - Give written permission before a caregiver may take your child swimming, wedding, or on field trips;
 - Give written authorization before any medication may be administered to your child;
 - Be notified immediately of any serious injury or accident. If your child has a non-serious injury or accident, you must be notified on the same day;
 - File a complaint with CCA if you believe that the caregiver has violated child care regulations.

Any complaint you make to CCA about the child care facility is receiving will be promptly investigated by CCA.

- Review the public portion of the licensing file the facility where your child is or has been enrolled or where you are considering enrolling your child.

How Do I File a Complaint?

If you wish to file a complaint, contact the CCA Regional Office in the area where the child care facility is located. Complaints may be filed anonymously. Listed below are Regional Offices and their main phone numbers:

- | | |
|--|-------------|
| Region | |
| 1. Anne Arundel County | 410-514-785 |
| 2. Baltimore City | 410-554-045 |
| 3. Baltimore County | 410-583-620 |
| 4. Prince George's County | 301-333-694 |
| 5. Montgomery County | 240-314-140 |
| 6. Howard County | 410-750-877 |
| 7. Western Maryland | |
| Hagerstown - Main Office | 301-791-458 |
| Allegany Co. Field Office | 301-777-238 |
| Garret Co. Field Office | 301-334-342 |
| Queen Anne's and Carroll Counties | 410-819-580 |
| 8. Upper Shore | |
| Caroline, Dorchester, Kent, Queen Anne's and Talbot Counties | |
| 9. Lower Shore | 410-543-673 |
| Somerset, Wicomico, and Worcester Counties | |
| 10. Southern Maryland | 301-475-377 |
| Calvert, Charles and St. Mary's Counties | |
| 11. North Central | 410-272-535 |
| Cecl and Harford Counties | |
| 12. Frederick County | 301-686-976 |
| 13. Carroll County | 410-751-543 |

The CCA Regional Office will investigate your complaint to determine if child care licensing regulations have been violated.

If you need additional help, you may contact the CCA Office of Licensing.

Director of Licensing
Child Care Administration
311 West Saratoga Street, 1st Floor
Baltimore, MD 21201
410-767-7805
www.dhr.state.md.us/ccca/licenses