

**Virginia Department of Education
STANDARDS FOR LICENSED CHILD DAY CENTERS**

DRAFT

8VAC20-781

**COMMONWEALTH OF
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DRAFT

CHAPTER 781
STANDARDS FOR LICENSED CHILD DAY CENTERS
PART I. INTRODUCTION

8VAC20-781-10. Definitions.

The following words and terms when used in this chapter shall have the following meanings unless the context clearly indicates otherwise:

"Abusive head trauma" means a traumatic injury that is inflicted upon the brain of a child, including Shaken Baby Syndrome.

"Age and stage appropriate" means the curriculum, environment, equipment, and adult-child interactions are suitable for the ages and the individual needs of any children in care.

"Attendance" means the actual presence of an enrolled child.

"Balanced mixed-age grouping" means a program using a curriculum designed to meet the needs and interests of children in the group and is planned for children who enter the program at three through five years of age. The enrollment in the balanced mixed-age grouping comprises a relatively even allocation of children in each of the ages (three to six years) and is designed for children and staff to remain together with turnover planned only for the replacement of existing students with children of ages that maintain the class balance.

"Child" means any individual under 18 years of age.

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

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

"Child with special needs" means a child with developmental disabilities, intellectual disabilities, an emotional disability, sensory or motor impairment, or significant chronic illness who require special health surveillance or specialized programs, interventions, technologies, or facilities.

"Cleaned" means to scrub and wash with (i) soap and water or (ii) detergent solution.

"Cooperative preschool center" means a center that is organized, administered, and maintained by parents of children in care, parent volunteers, or other persons who participate or volunteer on behalf of a child attending such center.

"Date of employment" means the date on which an employee begins to perform services for the child day program, which includes orientation training.

"Department" means the Virginia Department of Education.

"Director" means the individual responsible for supervising the day-to-day operations and staff of the center.

"Enrolled" means that a regular service arrangement has been entered into between a parent and center, where the center has agreed to assume responsibility for the

41 supervision, protection, and well-being of a child under the age of 13 for less than a 24-
42 hour period during the absence of a parent or guardian.

43 "Evening care" means care provided between 7 p.m. and midnight.

44 "Experience in a supervisory capacity" means experience in an administrative position that
45 includes supervising, orienting, training, and scheduling.

46 "Fall height" means the vertical distance between the highest elevated play surface on play
47 equipment designed for standing, walking, crawling, sitting, or climbing and the protective
48 surface beneath it.

49 "Field trip" means any activity away from the premises of the center during which children are
50 under the supervision of the center.

51 "Group" means the group of children under the supervision of one staff member or team of
52 staff members.

53 "Group size" means the number of children assigned to a staff member or team of staff
54 members occupying an individual room or area.

55 "Child experiencing homelessness" means a child who is homeless as defined in section
56 725 of Subtitle VII- B of the McKinney-Vento Act (42 U.S.C. 11434a).

57 "Individual service, recreation, education or treatment plan" means a plan identifying the
58 child's strengths, needs, general functioning, and plan for providing services to the child to
59 include specific goals and objectives for services, accommodations, and intervention
60 strategies. The service, recreation, education, or treatment plan clearly shows
61 documentation and reassessment or evaluation strategies.

62 "Infant" means children from birth up to 16 months.

63 "Lead Teacher" means the individual designated to be responsible for the direct supervision
64 of children and for the implementation of the activities and services for a group of children.
65 The term lead teacher is used to interpret the term "program leader" in Chapter 14.1 of Title
66 22.1 of the Code of Virginia.

67 "Licensee" means any person to whom a conditional license, a license, or a provisional
68 license has been issued and who is legally responsible for compliance with the licensing
69 standards related to the operation or maintenance of the center.

70 "Overnight care" means care provided after 7 p.m. and past midnight.

71 "Parent" means any parent, guardian, legal custodian, or other person having control or
72 charge of a child.

73 "Physician's designee" means a licensed nurse practitioner, licensed physician assistant,
74 licensed nurse (R.N. or L.P.N.), or health assistant acting under the supervision of a
75 physician.

76 "Play yard" means a framed enclosure that includes a floor and is primarily intended to
77 provide an area for a child to play.

78 "Preschool age" means a child who is at least three years of age but has not reached five
79 years by September 30 of the school year.

80 "Primitive camp" means a camp where places of abode, water supply system, or permanent
81 toilet and cooking facilities are not usually provided.

82 "Programmatic experience" means the supervision of children in a structured setting.
83 Experience shall be calculated based on full-time work (30 hours per week or more) or its
84 part-time equivalent. Experience settings may include a child day program, family day home,
85 child day center, boys, and girls club, continuing education, field placement, elementary
86 school, or a religious institution.

87 "Protective surfacing" means impact absorbing materials for indoor and outdoor use, under
88 and around playground equipment.

89 "Sanitized" means treated to remove germs, bacteria, and viruses from inanimate surfaces.
90 Sanitizing is accomplished in two steps following cleaning; first by using a sanitizing agent or
91 physical agent (e.g., heat), and second, by allowing the sanitizing agent to air dry on the
92 surface for a minimum of two minutes or according to the manufacturer's instructions.

93 "Sanitizing agent" means a solution or wipe approved by the US Environmental
94 Protection Agency for sanitizing or disinfecting or a bleach solution made daily.

95 "School-age" means a child who will have reached his fifth birthday on or before September
96 30 of the school year. Four or five-year-old children may be considered school-age during the
97 summer months if the children will be entering kindergarten that year.

98 "Short-term program" means a child day center that operates less than 12 weeks a year.

99 "Special needs child day program" means a program exclusively serving children with
100 special needs.

101 "Specialty camps" means those centers that have an educational or recreational focus on one
102 subject such as dance, drama, music, or sports.

103 "Staff" or "staff member" means an individual who is at least 16 years of age and (i) works
104 with children at the facility, or (ii) is involved in the day-to-day operation of the center.

105 "Standard precautions" means an approach to infection control according to which all human
106 body fluids are treated as if known to carry pathogens.

107 "Superintendent" means the Superintendent of Public Instruction at the Department of
108 Education and, except when prohibited by law, includes the superintendent's representatives.

109 "Therapeutic child day program" means a specialized program, including therapeutic
110 recreation programs, exclusively serving children with special needs when an individual
111 service, recreation, education, or treatment plan is developed and implemented with the goal
112 of improving the functional abilities of the children in care.

113 "Toddler" means a child from 16 months of age up to 24 months of age.

114 "Twos" means a child from 24 months of age up to 36 months of age.

115 "Use zone" means the surface under and around a piece of equipment onto which a
116 child falling or exiting from the equipment would be expected to land. Use zone areas
117 are also designated for unrestricted circulation around the equipment.

118 "Volunteer" means an individual who is at least 13 years of age; works at a center without
119 compensation; is not counted in the staff-to-child ratios; and is at all times within sight and
120 sound supervision of a staff member when with a child. Any unpaid individual not meeting this
121 definition is considered "staff" and shall meet staff requirements.

122 "Wading" means a waterplay activity when children stand, walk, or sit in water less than two
123 feet deep.

124 **8VAC20-781-20. Purpose and applicability.**

- 125 A. The purpose of these standards is to protect children under the supervision of licensed
126 child day centers by ensuring that the activities, services, and facilities of centers are
127 conducive to the well-being of children.
128 B. This chapter applies to child day centers that are required to be licensed by Chapter
129 14.1 of Title 22.1 of the Code of Virginia.
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131 **PART II. ADMINISTRATION**
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133 **8VAC20-781-30. Operational responsibilities.**

- 134 A. The licensee shall ensure compliance with federal, state, or local laws and regulations.
135 B. The licensee shall maintain public liability insurance for bodily injury for each center
136 premises with a minimum limit of at least \$500,000 for each occurrence and with a
137 minimum limit of \$500,000 aggregate. A public sponsor may have equivalent self-insurance
138 that is in compliance with the Code of Virginia.
139 C. The center shall maintain a written list, for each group of children, of important health
140 conditions and dietary restrictions. The center shall inform staff about the list. The list shall
141 only be accessible to staff and shall have the most recent date of revision clearly stated.
142 This up-to- date list shall be in each room or area where children are present and kept
143 confidential unless written permission is received from the parent to post, display, or share.
144 D. A hospital-operated center may temporarily exceed their license capacity during a natural
145 disaster or emergency situation according to its emergency preparedness and response
146 plan.
147 E. When children 13 years or older are in care of the program and receive supervision in the
148 licensed program, they shall be counted in the number of children receiving care and the
149 center shall comply with this chapter in providing their care.
150 F. When children of staff are present at the facility and engaged in activities or under the
151 supervision of staff, including the parent, who are supervising other children enrolled in the
152 program, the children shall be considered enrolled for purposes of this chapter.
153 G. The center shall implement policies for the possession and administration of undesignated
154 or stock epinephrine pursuant to § 22.1-289.059 of the Code of Virginia that ensure:
155 1. Undesignated or stock epinephrine is only administered by a nurse at the center, an
156 employee of a local health department who is authorized by a prescriber and trained
157 in the administration of epinephrine, or staff at the center authorized by a prescriber
158 and trained in the administration of epinephrine pursuant to 8VAC20-781-170 C to a
159 child believed to be having an anaphylactic reaction;
160 2. At least one school nurse or an employee of a local health department who is
161 authorized by a prescriber and trained in the administration of epinephrine, or staff at
162 the center authorized by a prescriber and trained in the administration of epinephrine
163 pursuant to 8VAC20-781-170 C has the means to access at all times during regular
164 facility hours appropriate weight-based dosages of undesignated or stock epinephrine
165 based on the children in care at the center; and

166 3. Undesignated or stock epinephrine is stored in a locked or inaccessible container or
167 area in the center.

168 **8VAC20-781-40. General recordkeeping.**

169 A. Staff and children's records shall be treated confidentially. A child's record required by
170 this chapter shall be made available to the child's parent in accordance with § 20-124.6 of
171 the Code of Virginia. Information in the child's record shall not be made public without the
172 written consent of the parent.

173 B. Records and reports on children and staff required by this chapter shall be maintained
174 and made accessible for two years after termination of services or separation from
175 employment unless specified otherwise in this chapter.

176 C. The licensee shall keep all records required by 8VAC20-781-50 through 8VAC20-781-80
177 in locked files or a secure electronic file, except for those required to be accessible
178 pursuant to 8VAC20-781-590; and access to such files should be restricted according to
179 a principle of least privilege. Records shall remain accessible during power outages and
180 emergencies.

181 D. Records required by this chapter shall be kept current and accurate.

182 **8VAC20-781-50. Children's records.**

183 A. Each center shall maintain and keep on the premises a separate record for each child
184 enrolled.

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186 B. Each enrolled child's record shall contain the following information prior to the first day of
187 attendance, unless otherwise stated:

- 188 1. Name, preferred name (if any), sex, birth date of the child, and address;
- 189 2. Name, home address, and phone number of each parent who has custody;
- 190 3. Name and phone number of two designated people to call in an emergency if a
191 parent cannot be reached;
- 192 4. Names of persons to whom the child may be released, including any agencies the
193 parent has a contract in place with to provide a specialized service to the child.
194 Appropriate legal paperwork shall be on file when a custodial parent requests the
195 center not to release the child to the other parent;
- 196 5. A list of health issues, including allergies; intolerances to medication or other
197 substances; chronic physical or medical conditions; special needs; dietary
198 restrictions; dietary preferences; pertinent behavioral or developmental information
199 and any special accommodations needed;
- 200 6. For items in subdivision 5 of this section that are reasonably likely to result in a
201 medical emergency, an emergency care plan that has been developed in
202 consultation with a physician or physician's designee;
- 203 7. Written agreements as required by 8VAC20-781-410;
- 204 8. Previous child day care and schools attended by the child, as well as any child day
205 care or school concurrently attended by the child;
- 206 9. Documentation of viewing proof of the child's identity and age as outlined in § 22.1-
207 289.049 of the Code of Virginia;

- 208 10. Documentation of health information as required by 8VAC20-781-80. When a center
209 assumes responsibility for the child directly from a school or the center transfers
210 responsibility of the child directly to the school, the center is not required to maintain
211 documentation required by subsections A and B of 8VAC20- 781-80 of the school's
212 records for that child;
- 213 11. Documentation of the enrollment of a child experiencing homelessness enrolled
214 under provision of subsection C of 8VAC20-781-80; and
- 215 12. The date of initial attendance and the last day of attendance.

216 C. The center shall document annually that the parent has confirmed that
217 information in the child's record is accurate.

218 **8VAC20-781- 60. Staff records.**

219 The following records shall be kept for each staff member:

- 220 1. Name, address, verification of age requirement, current job title, and dates
221 of employment or volunteering;
- 222 2. Background check information shall be maintained in accordance with the requirements in
223 8VAC20-770;
- 224 3. Documentation that the individual meets the appropriate qualifications and training in Part
225 III of this chapter. The documentation of training shall include (i) the name of the staff
226 member; (ii) the date of the training; (iii) the training topic; (iv) evidence that the training has
227 been completed; (v) the person providing the training; (vi) the number of training hours or
228 credit hours received;
- 229 4. Health information as required by 8VAC20-781-80; and
- 230 5. Information, to be kept on the premises, about any health problems that may interfere with
231 fulfilling the job responsibilities.

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233 **8VAC20-781- 70. Attendance records; reporting.**

234 A. The center shall maintain a record of daily attendance that documents the
235 arrival and departure times of each child as it occurs.

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237 B. The licensee shall ensure that staff in each group of children maintain a list of children that
238 accurately reflects the children in their care.

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240 C. The center shall inform the superintendent as soon as practicable, but not to exceed one
241 business day of the circumstances surrounding the following incidents:

- 242 1. Death of a child while under the center's supervision;
- 243 2. Missing child when local authorities have been contacted for help;
- 244 3. The suspension or termination of all child care services for more than 24 hours as a
245 result of an emergency situation and any plans to resume child care; or
- 246 4. A situation in which a child's whereabouts was unknown, including a child left
247 unattended or unsupervised; a lost or missing child; or a child who wandered away
248 unattended from the facility.

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- D. The center shall inform the superintendent as soon as practicable but not to exceed two business days after learning about any injury while a child is under the supervision of the center that required professional medical attention outside of basic first aid.
- E. If the center or any person employed by the center has reason to suspect that a child is an abused or neglected child, such person shall report the matter immediately in accordance with § 63.2-1509 of the Code of Virginia.
- F. A center shall immediately report an outbreak of disease as defined by the Virginia Board of Health to the local health department, as required by § 32.1-37 of the Code of Virginia.

8VAC20-781-80. Health provisions.

- A. Immunizations. The center shall comply with the health provisions of § 22.1-271.2 of the Code of Virginia.
- B. Physical examinations.
 - 1. The center shall obtain documentation of a report from a qualified licensed physician, or a licensed nurse practitioner or licensed physician assistant acting under the supervision of a licensed physician, of a comprehensive physical examination performed within (i) the 12 months prior to the date a child first attends the center, or (ii) 30 days after the first day of attendance.
 - 2. Such physical examination shall not be required of any child whose parent objects on religious grounds and who shows no visual evidence of sickness, provided that such parent shall state in writing that, to the best of his knowledge, such child is in good health and free from any communicable or contagious disease.
- C. If a child is experiencing homelessness and does not have documentation of the required immunizations and physical examination, the center shall allow the child to attend during a grace period of no more than 90 days to allow the parent time to obtain documentation of the required documents.
- D. Tuberculosis.
 - 1. Prior to a staff member's date of employment, such individual shall submit to the center the results of a screening assessment documenting the absence of tuberculosis in a communicable form. The documentation shall contain the elements of the current tuberculosis screening form published by the Virginia Department of Health and shall have been completed within 90 calendar days prior to coming in contact with children at the center.
 - 2. Any staff member or volunteer who develops symptoms compatible with active tuberculosis disease, regardless of the date of the last tuberculosis screening or assessment, shall immediately obtain and submit a new tuberculosis screening form required in subdivision 1 of this subsection.
 - 3. Any staff member or volunteer who comes into contact with a known case of infectious tuberculosis shall immediately obtain and submit to the center a new tuberculosis screening form required in subdivision 1 of this subsection. Until a new

292 screening form is issued that documents the absence of tuberculosis in a
293 communicable form, the staff member shall not have contact with children.

294 **PART III. STAFF QUALIFICATIONS AND TRAINING**

295 **8VAC20-781- 90. Director qualifications.**

- 296 A. Directors shall be at least 21 years of age and shall have a high school diploma or the
297 equivalent.
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- 299 B. The director shall meet one of the following education and experience qualification
300 options, as well as three months experience in a supervisory capacity:
- 301 1. A bachelor's or graduate degree in a child-related degree such as child development,
302 early childhood education, elementary education, recreation, or nursing; and three
303 months programmatic experience.
 - 304 2. Forty-eight college credits with 12 college credits in child related courses and six
305 months of programmatic experience;
 - 306 3. The requirement for a lead teacher in subdivision 1 of 8VAC20-781-110 B and one
307 year of programmatic experience; or
 - 308 4. The requirement for a lead teacher in subdivision 2 of 8VAC20-781-110 B and two
309 years of programmatic experience.
- 310 C. Directors without experience in a supervisory capacity shall complete,
311 within ten business days of employment or promotion, ten hours of
312 management training that includes information on supervising, orienting,
313 training, and scheduling.
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- 315 D. Notwithstanding subsection A of this section, an individual who is at least 19 years of age
316 may serve as a director at a short-term program.
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- 318 E. A director employed prior to [effective date of regulation] who met the education and
319 experience qualifications in effect immediately prior to [effective date of regulation], and
320 who has been continuously employed as a child day center director, is considered to have
321 met the requirements of this section.

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323 **8VAC20-781- 100. Director responsibilities.**

324 The licensee shall ensure that the director is on the premises at least 50% of the center's
325 hours of operation each week. When the director is not able to be on the premises, the
326 following requirements shall be met:

- 327 1. The director shall designate one or more staff to assume the director's responsibilities
328 on the premises at least 50% of the center's hours of operation in the director's
329 absence. The designee shall meet the requirements of 8VAC20-781-90 and shall
330 receive orientation and training on the director's responsibilities prior to assuming
331 such responsibilities; or

332 2. In the absence of the director or designee, the licensee shall designate a staff
333 member at least 18 years of age to be on the premises of the center to oversee the
334 administration of the center during the center's hours of operation.

335 **8VAC20-781- 110. Lead teacher qualifications.**

- 336 A. Lead teachers shall be at least 18 years of age and shall have a high
337 school diploma or the equivalent.
- 338 B. Lead teachers shall meet a director qualification indicated in 8VAC20-781-90 or one of the
339 following education and experience requirements:
- 340 1. Three months of programmatic experience and one of the following:
- 341 a. A one-year community college certificate in a child-related field with a
342 minimum of 30 total college credits;
- 343 b. A career studies certificate in a child-related field with a minimum of 12 total
344 college credits;
- 345 c. A teaching diploma from an internationally or nationally recognized
346 Montessori organization; or
- 347 d. A credential in a child-related field by an organization listed in § 22.1-
348 289.048 of the Code of Virginia or an equivalent credential recognized by
349 the Department.
- 350 2. Six months of programmatic experience and:
- 351 a. A Virginia endorsement in a child-related field approved by the department;
352 or
- 353 b. 24 hours of training in the following topics: child development, behavior
354 guidance, playground safety, and health and safety issues. This training
355 shall be completed before being promoted or beginning work or within 60
356 days after being promoted or beginning work. Orientation training required
357 by subsections B and C of 8VAC20-781-130 shall not be used to meet this
358 qualification.
- 359 C. Lead teachers at short-term programs shall have a minimum of 200 hours
360 of programmatic experience of which up to 24 hours can be formal
361 training.
- 362 D. A lead teacher employed prior to [effective date of regulation], who met
363 the education and experience qualifications in effect immediately prior to
364 [effective date of regulation], and who has been continuously employed as
365 a child day center lead teacher, is considered to have met the
366 requirements of this section.

367 **8VAC20-781-120. Driver qualifications and requirements.**

- 368 A. Any individual who drives a vehicle to transport children for a center shall (i) be at least 18
369 years of age; (ii) possess a valid driver's license that authorizes the driver to operate the
370 vehicle being driven; and (iii) provide, prior to transporting children, a driving record
371 obtained from the state department of motor vehicles that issued the current license.
- 372 B. Centers that have obtained insurance for all individuals who transport children shall not be
373 required to provide a driving record as required in subsection A of this section.

374 **8VAC20-781-130. Orientation training.**

- 375 A. The licensee shall ensure that all staff who will work with children
376 complete the preservice training sponsored by the department within 90
377 calendar days of their date of employment. A staff member who has
378 documentation of completing the preservice training shall not be required
379 to retake the course.
- 380 B. The center shall provide orientation training to all staff who will work with children. The
381 orientation training must be completed by such staff prior to working alone with a child
382 and within seven days of the staff member's date of employment. The orientation training
383 shall include all the following facility specific topics relevant to the staff member's job
384 responsibilities:
- 385 1. Recognizing child abuse and neglect and the legal requirements for reporting
386 suspected child abuse and neglect as required by § 63.2-1509 of the Code of Virginia;
 - 387 2. Introduction and orientation to each child assigned to staff, including health issues
388 documented according to 8VAC20-781-50 B 5;
 - 389 3. Child development;
 - 390 4. Classroom management;
 - 391 5. Abusive head trauma prevention and, if serving infants or toddlers, prevention of
392 shaken baby syndrome, coping with crying babies and distraught children;
 - 393 6. Safe sleeping practices and sudden infant death syndrome awareness;
 - 394 7. Playground safety to include (i) how staff will engage in the active supervision of
395 children and (ii) maintenance of equipment and protective surfacing;
 - 396 8. The supervision of children and all the requirements of Part V of this chapter to
397 include (i) methods of active supervision of children; (ii) how the center will ensure
398 that each group of children receives care by consistent staff or team of staff
399 members; (iii) how the center will identify where children are at all times, including
400 during group transitions and field trips; (iv) actions to take when a child arrives after
401 scheduled activities have begun, including field trips or when the group is offsite or
402 not in the assigned room when the child arrives; and (v) maintaining staff-to-child
403 ratios;
 - 404 9. Assuming and releasing care of children to include (i) the method of confirming the
405 absence of a child when the child is scheduled to arrive from another program or from
406 an agency responsible for transporting the child to the center; (ii) the method for
407 verifying that children are released only to individuals authorized by the parents; and
408 (iii) child pickup after normal hours, during emergencies, and when a child's class is
409 offsite or not in the assigned area;
 - 410 10. Actions to take in case of a lost or missing child, ill or injured child, or when a child
411 has a medical or other emergency;
 - 412 11. Confidentiality, including how records will be kept confidential and secure; and the
413 privacy of children maintained; including expectations for communications, use of
414 technology, and social media;
 - 415 12. Food service, storage, safety and preparation, and nutrition, according to the
416 requirements of 8VAC20-781-610 and 8VAC20-781-620.

- 417 13. Emergency procedures and written safety rules according to requirements of
418 8VAC20-781-450 and 8VAC20-781-460.
- 419 14. Emergency preparedness and response according to the requirements of Part IX of
420 this chapter.
- 421 15. The center's transportation policies according to the requirements of 8VAC20-781-
422 630 and 8VAC20-781-640, including accounting for children prior to leaving for a field
423 trip, upon arriving at a field trip site, before leaving a field trip site, upon returning to
424 the center, and any stops on the field trip.
- 425 16. The center's policies and procedures for medication according to the requirements of
426 Part VIII of this chapter.
- 427 17. Behavior guidance according to the requirements of 8VAC20-781-370 and 8VAC20-
428 781-380.
- 429 18. Parent engagement, communication, notification, and agreements according to the
430 requirements of 8VAC20-781-390, 8VAC20-781-400, and 8VAC20-781-410.
- 431 19. Preventing the spread of disease and infection control according to the requirements
432 of Part VII of this chapter; and
- 433 20. Prevention of and response to emergencies due to food and other allergies including:
434 a. Recognizing the symptoms of an allergic reaction;
435 b. Responding to allergic reactions;
436 c. Preventing exposure to the specific foods and other substances to which a
437 child is allergic; and
438 d. Preventing cross contamination.
- 439 C. The licensee shall ensure that all staff who work with children, within 30 days of the staff
440 member's date of employment, complete an overview of first aid and cardiopulmonary
441 resuscitation (CPR) skills.
- 442 D. The licensee shall ensure that the director completes the prelicensure orientation
443 sponsored by the department within 60 days of the director's date of employment or
444 promotion. A director who has documentation of completing the prelicensure orientation
445 shall not be required to retake the program.
- 446 E. Volunteers who regularly work with children more than eight hours per week shall
447 receive training on the center's emergency procedures within the first week of
448 volunteering. The center shall document and maintain a record that the volunteer
449 received such training.
- 450 F. Parents or other persons who participate in a cooperative preschool center on behalf of a
451 child attending such cooperative preschool center, including such parents and persons
452 who are counted for the purpose of determining staff-to-child ratios, shall be exempt from
453 orientation and training requirements applicable to staff of child day programs by this
454 section. This orientation and training exemption shall not apply to any parent or other
455 person who participates in a cooperative preschool center that has entered into a
456 contract to provide child care services funded by the Child Care and Development Block
457 Grant.

458 **8VAC20-781-140. Ongoing training.**

- 459 A. The licensee shall ensure that all staff complete annual training on emergency
460 preparedness and response; child abuse and neglect; and mandated reporter
461 requirements.
- 462 B. The licensee shall ensure that all staff who work with children complete at least 16 hours
463 of ongoing training each year. Of these 16 hours, three hours shall include the
464 department's health and safety update course. The ongoing training shall not include the
465 training required by 8VAC20-781-130 B or C. The ongoing training shall be relevant to
466 the staff member's job responsibilities and appropriate to the age of children in care.
- 467 C. Notwithstanding the requirements of 8VAC20-781-140 B, a center that runs a short-term
468 program shall ensure that all staff who work with children complete at least 10 hours of
469 ongoing training each year.
- 470 D. Volunteers who regularly work with children more than eight hours per week shall be
471 required to complete annual training on the center's emergency procedures. The center
472 shall document and maintain a record that the volunteer received such training.
- 473 E. Parents or other persons who participate in a cooperative preschool center on behalf of a
474 child attending such cooperative preschool center, including such parents and persons
475 who are counted for the purpose of determining staff-to-child ratios, shall only be required
476 to complete four hours of ongoing training each year. Any parent or other person who
477 participates in a cooperative preschool center that has entered into a contract to provide
478 child care services funded by the Child Care and Development Block Grant must
479 complete the training requirements applicable to all centers by this section.

480 **8VAC20-781-150. First aid training and cardiopulmonary resuscitation (CPR).**

- 481 A. The licensee shall ensure that at least two staff members who have the following
482 certifications are present on the premises whenever a child is in care:
- 483 1. Current certification in cardiopulmonary resuscitation (CPR) as appropriate to
484 the age of the children in care from an individual or organization holding
485 instructor certification. The training shall include an in-person competency
486 demonstration; and
 - 487 2. Current certification in first aid from an individual or organization holding
488 instructor certification.
- 489 B. The licensee shall ensure that at least one staff in each classroom, area, or in each
490 group of children on field trips where children are present meets the qualifications in
491 subsection A of this section.
- 492 C. A primitive camp shall have one staff member on the premises who has a current
493 certification in emergency medical responder training whenever the primitive camp has
494 assumed responsibility for supervising a child.
- 495 D. Medical professionals with a current license or certification shall not be required to
496 obtain first aid certification.

497 **8VAC20-781-160. Daily health observation training.**

- 498 A. The licensee shall ensure that there is at least one staff member on the premises who
499 has obtained instruction within the last three years in performing daily health
500 observations of children whenever the center has assumed responsibility for
501 supervision of a child.
- 502 B. Daily health observation training shall include the following:
- 503 1. Components of daily health check for children;
 - 504 2. Inclusion and exclusion of the child from the class when the child is exhibiting
505 physical symptoms that indicate possible illness;
 - 506 3. Descriptions of how diseases are spread and the procedures or methods for
507 reducing the spread of disease;
 - 508 4. Information concerning the Virginia Department of Health Notification of Reportable
509 Diseases pursuant to 12VAC5-90-80 and 12VAC5-90-90, also available from the
510 local health department and the website of the Virginia Department of Health; and
 - 511 5. Staff occupational health and safety practices in accordance with Occupational
512 Safety and Health Administration's bloodborne pathogens regulation (29 CFR
513 1910.1030).
- 514 C. The licensee shall ensure that a trained staff member conducts a daily health observation
515 of each child as close to arrival as possible and whenever staff responsible for the care of a
516 child notes a change in behavior or appearance.

517 **8VAC20-781-170. Medication administration training.**

- 518 A. The licensee shall ensure that the administration of prescription medication is performed
519 by a staff member who (i) is licensed by the Commonwealth of Virginia to administer
520 such medications or (ii) is qualified under § 54.1-3408 O of the Code of Virginia to
521 administer medication to a child in a child day program and has satisfactorily completed
522 a training program approved by the Board of Nursing and taught by a registered nurse,
523 licensed practical nurse, an advanced practice registered nurse, physician assistant,
524 doctor of medicine or osteopathic medicine, or pharmacist.
- 525
- 526 B. To safely perform medication administration practices listed in 8VAC20-781-530,
527 whenever the center has agreed to administer over-the-counter medications other than
528 topical skin gel, cream, or ointment, the administration must be performed by a staff
529 member who has satisfactorily completed a training course developed or approved by
530 the Department of Education in consultation with the Department of Health and the
531 Board of Nursing and taught by a registered nurse, licensed practical nurse, an advance
532 practice registered nurse , physician assistant, doctor of medicine or osteopathic
533 medicine, or pharmacist; or administration shall be performed by a staff member who is
534 licensed by the Commonwealth of Virginia to administer medications.
- 535 C. The administration of undesignated or stock epinephrine shall be performed by (i) a
536 school nurse or employee of a local health department authorized by a prescriber and
537 trained in the administration of epinephrine, (ii) staff at the center who is authorized by a
538 prescriber and meets the requirements of subsections A, B, and D of this section, (iii)
539 staff who has satisfactorily completed a training course developed or approved by the

540 Department of Education in consultation with the Department of Health, or (iv) staff who
541 has satisfactorily completed a course taught by a registered nurse, licensed practical
542 nurse, an advance practice registered nurse, physician assistant, doctor of medicine or
543 osteopathic medicine, or pharmacist that includes the following:

- 544 1. Recognizing signs and symptoms of anaphylaxis.
- 545 2. Emergency procedures for responding to anaphylaxis; and
- 546 3. Instructions and procedures for administering epinephrine.

547 D. Staff required to have medication administration training and training in the
548 administration of undesignated or stock epinephrine shall be retrained at
549 three-year intervals.

550

551 **8VAC20-781-180. Driver training requirements.**

552 The licensee shall ensure that any individual who drives a vehicle to transport children has
553 received the following training prior to transporting any children under the supervision of the
554 center:

- 555 1. Proper use of child safety restraints in accordance with Virginia state law;
- 556 2. Proper loading, unloading, and tracking of children per center policies;
- 557 3. Issues that may arise in transporting children with behavioral issues;
- 558 4. The location of first aid supplies;
- 559 5. The emergency procedures for the vehicle, including actions to be taken in the event
560 of accidents, vehicle malfunction and medical emergencies; and
- 561 6. The center's transportation policies according to the requirements of 8VAC20-781-
562 630 and 8VAC20-781-640, including accounting for children prior to leaving for a
563 field trip, upon arriving at a field trip site, before leaving a field trip site, upon
564 returning to the center, and any stops on the field trip.

565

PART IV PHYSICAL PLANT

566 **8VAC20-781-190. Initial approval from other agencies; requirements prior to initial**
567 **licensure.**

568 A. Before issuance of an initial license, the center shall submit to the superintendent written
569 documentation of the following:

- 570 1. Inspection by the authority having jurisdiction that each building is in compliance with
571 applicable building and fire codes or that the authority has approved a plan of
572 correction for any areas of noncompliance; and
- 573 2. Inspection from the local health department that each building is in compliance with
574 applicable health codes with regard to water supply; sewage disposal system; and
575 food service, if applicable; or a plan of correction approved by the local health
576 department for any areas of noncompliance.

577 B. Any building which is currently approved for school occupancy, and which houses a public
578 or private school during the school year shall be considered to have met the requirements
579 of subdivision A1 of this section when housing a center only serving children two and a half
580 years of age or older.

581 C. Asbestos.

- 582 1. For buildings built before 1978, the center shall submit the following before the initial
583 license is issued:
- 584 a. A written statement from a person licensed in Virginia as an asbestos
585 inspector and management planner as required by § 22.1-289.052 of the
586 Code of Virginia and the requirements of the Asbestos Hazard Emergency
587 Response Act (15 USC § 2641 et seq.); and
 - 588 b. A written statement that the response actions to abate any risk to human
589 health have been or will be initiated in accordance with a specific schedule
590 and plan as recommended by the asbestos management planner in
591 accordance with § 22.1-289.052 of the Code of Virginia.
- 592 2. If the asbestos inspector determines that there is asbestos on the premises, the
593 center shall post a notice that (i) identifies the presence and location of asbestos
594 containing materials and (ii) advises that the asbestos inspection report and
595 management plan are available for review.

596 D. Lead.

- 597 1. For buildings built before 1978, the center shall submit the following before the initial
598 license is issued:
- 599 a. A written statement from a person licensed in Virginia as a lead risk assessor
600 who meets the requirements of § 54.1-500 of the Code of Virginia; and
 - 601 b. A written lead risk assessment shall state that either (i) no lead was detected;
602 (ii) lead was detected and response actions to abate any risk to human health
603 have been completed; or (iii) lead was detected and response actions to abate
604 any risk to human health have been recommended in accordance with a
605 specified schedule.
- 606 2. A notice regarding the presence and location of lead containing materials advising
607 that the lead inspection report and management plan are available for review shall be
608 posted.
- 609 3. The provisions of this subsection do not apply to centers licensed before [the
610 effective date of this chapter].
- 611 E. The provisions of subsections C and D of this section do not apply to centers located in
612 buildings required to be inspected according to Article 5 (§ 2.2-1162 et seq.) of Chapter
613 11 of Title 2.2 of the Code of Virginia.
- 614 F. Before the first license is issued, primitive camps shall (i) notify the responsible fire
615 department and emergency medical service of the primitive camp location and hours of
616 operation, and (ii) maintain documentation of the notifications.

617 **8VAC20-781-200. Annual and renewal approval from other agencies; requirements**
618 **subsequent to initial licensure.**

- 619 A. Before use of newly constructed, renovated, remodeled, or altered buildings or sections of
620 buildings, the center shall submit to the superintendent written documentation of the
621 following:
- 622 1. Inspection by the authority having jurisdiction that each building is in compliance with
623 applicable building and fire codes or that the authority has approved a plan of
624 correction for any areas of noncompliance; and
 - 625 2. Inspection from the local health department that each building is in compliance with
626 applicable health codes with regard to water supply; sewage disposal system; and

- 627 food service, if applicable; or a plan of correction approved by the local health
628 department for any areas of noncompliance.
- 629 B. Any building which is currently approved for school occupancy, and which houses a public
630 or private school during the school year shall be considered to have met the requirements
631 of subdivision 1 of subsection A of this section when housing a center only serving children
632 two and a half years of age or older.
- 633 C. The center shall provide to the superintendent an annual fire inspection report from the
634 appropriate fire official having jurisdiction.
- 635 D. If a center is located in a building currently housing a public or private school, the center
636 shall provide the school's annual fire inspection report.
- 637 E. The center shall provide to the superintendent an annual inspection from the local health
638 department that each building is in compliance with applicable health codes with regard to
639 water supply; sewage disposal system; and food service, if applicable; or a plan of
640 correction approved by the local health department for any areas of noncompliance.
- 641 F. If a center is using a building where asbestos containing materials were detected and not
642 removed, the center shall follow the recommendations of the management plan and
643 ensure the following:
- 644 1. A signed, written statement that the center is following the recommendations of the
645 management plan shall be submitted to the superintendent before subsequent
646 licenses are issued; and
 - 647 2. The notice regarding the presence and location of asbestos containing materials and
648 advising that the asbestos inspection report and management plan are available for
649 review shall continue to be posted.
 - 650 3. The provisions of this subsection do not apply to child day centers located in buildings
651 required to be inspected according to Article 5 (§ 2.2-1162 et seq.) of Chapter 11 of
652 Title 2.2 of the Code of Virginia.
- 653 G. Primitive camps shall (i) notify the responsible fire department and the responsible
654 emergency medical service of any changes in the primitive camp location and hours of
655 operation, and (ii) maintain documentation of the notifications.
- 656 H. For those buildings built before 1978 where lead is detected and not removed:
- 657 1. A signed, written statement that the center is following the recommendations of the
658 management plan shall be submitted to the department before subsequent licenses
659 are issued.
 - 660 2. A notice regarding the presence and location of lead advising that the lead
661 inspection report and management plan are available for review shall continue to be
662 posted.
 - 663 3. The provisions of this subsection do not apply to child day centers located in
664 buildings required to be inspected according to Article 5 (§ 2.2-1162 et seq.) of
665 Chapter 11 of Title 2.2 of the Code of Virginia.
 - 666 4. The provisions of this subsection do not apply to centers licensed before the
667 effective date of this chapter.

668 **8VAC20-781-210. Building maintenance.**

- 669 A. The center shall maintain the areas and equipment of the center, inside and outside, in a
670 clean, safe, and operable condition. Unsafe conditions include splintered, cracked, or
671 otherwise deteriorating wood; peeling paint; visible cracks, bending, warping, rusting, or

672 breakage of any equipment; loose or unsecured cords within reach of children; unstable
673 heavy equipment, furniture, or other items that a child could pull down.

674 B. The licensee shall ensure the following:

- 675 1. Hot water accessible to children does not exceed 120°F.
- 676 2. The heating system shall (i) be installed to prevent accessibility of children to the
677 system and (ii) have appropriate barriers to prevent children from being burned,
678 shocked, or injured from heating equipment. In addition, proper supervision shall be
679 available to prevent injury.
- 680 3. Portable heaters shall only be used to provide or supplement heat in the event of a
681 power failure or similar emergency. The licensee shall ensure that portable heaters
682 are inaccessible to children and have the seal of approval of a nationally recognized
683 testing laboratory or are approved by the state or local fire official. Portable heaters
684 shall not be used within three feet of combustible materials and shall be used in
685 accordance with the manufacturer's instructions.
- 686 4. Portable camping equipment for heating or cooking that is not required to be
687 approved by the building official shall bear the label of a nationally recognized
688 inspection agency and be used in accordance with the manufacturer's specifications,
689 except for charcoal and wood burning cooking equipment.
- 690 5. Unvented fuel burning heaters are not used when children are in care.
- 691 6. Electrical outlets and surge protectors accessible to children who are preschool age
692 and younger are tamper resistant or have protective covers.
- 693 7. Electrical cords are not spliced, deteriorated, or damaged, and unsecured electrical
694 cords are inaccessible to children preschool age and younger.
- 695 8. Extension cords have the seal of a nationally recognized testing laboratory; shall not
696 be overloaded, and shall not be placed through doorways, under carpeting, or
697 across water source areas.
- 698 9. When in use, fans shall be out of reach of children and cords shall be secured.
- 699 10. In inside areas occupied by children, the temperature shall be maintained no lower
700 than 68°F.
- 701 11. When the temperature of indoor areas occupied by children exceeds 80°F, fans or
702 other cooling systems are used.
- 703 12. Safe drinking water is available to children at all times.
- 704 13. Equipment shall include (i) outside lighting provided at entrances and exits used by
705 children before sunrise or after sundown and (ii) an in-service telephone or cell
706 phone that is operable and accessible to staff on premises during the center's hours
707 of operation.
- 708 14. Hazardous mechanical or electrical equipment are inaccessible to children.

709 C. Pursuant to § 22.1-289.058 of the Code of Virginia, each building built before 2015 used to
710 operate a licensed child day center must be equipped with one carbon monoxide detector.

711 D. Pursuant to § 22.1-289.057 of the Code of Virginia, the license shall (i) develop and
712 implement a plan to test potable water; (ii) remediate and retest if necessary and (iii))
713 submit results of initial testing and retesting to the Superintendent and the Department of
714 Health's Office of Drinking Water or (iv) use for human consumption, as defined by § 32.1-

715 167, bottled water, water coolers, or other similar water source that meets the U.S. Food
716 and Drug Administration standards for bottled water. The licensee shall notify the
717 Superintendent, Department of Health's Office of Drinking Water and the parent of each
718 child enrolled in the program if the water is not tested or if the program does not remediate
719 when lead is present and instead chooses to use another water source that meets the U.S.
720 Food and Drug Administration standards for bottled water.

721 **8VAC20-781-220. Hazardous substances and other harmful agents.**

722 A. The licensee shall ensure that hazardous substances and chemicals, including cleaning
723 products, sanitizing agents, pesticides, flammable and explosive materials, and substances
724 labeled as keep out of reach of children, toxic, danger, caution, warning, flammable,
725 harmful if swallowed, causes burns, harmful vapor, or poison are considered hazardous to
726 children are stored in the following manner:

- 727 1. Inaccessible to children in a location that is locked. If a key is used, the key shall be
728 inaccessible to children;
- 729 2. In the original container or a substitute container with the contents clearly labeled;
- 730 3. Stored in areas physically separate from food and items used for food preparation or
731 food service; and
- 732 4. Cleaning supplies to clean and sanitize the diapering area or toilet chairs do not need
733 to be kept locked during diapering or toilet training time if they are inaccessible to
734 children.

735 B. Items such as cosmetics, personal care items, and air fresheners that are used exclusively
736 by staff or volunteers shall be inaccessible to children but are not required to be locked.

737 C. The licensee shall ensure that smoking and the use of electronic smoking devices are
738 prohibited in the interior of a center while children are in care, in vehicles when children are
739 being transported, or outdoors in the presence of children.

740 D. Hazardous items.

- 741 1. Empty plastic bags large enough for a child's head to fit inside, disposable gloves,
742 and rubber or latex balloons shall be inaccessible to children under three years of
743 age;
- 744 2. Items with a diameter of less than 1-1/4 inch and a length of less than 2-1/4 inches
745 shall be inaccessible to children under three years of age; and
- 746 3. Strings and cords long enough to encircle a child's neck, such as those found on
747 window blinds or drapery cords, shall be inaccessible to children under six years of
748 age.

749 **8VAC20-781-230. Areas**

750 A. Indoor space shall be measured inside wall-to-wall excluding spaces not routinely used
751 by children. Areas not routinely used for children's activities such as offices, hallways,
752 restrooms, kitchens, storage rooms, or closets, shall not be calculated as available
753 space.

754 B. Centers shall have 35 square feet of indoor space available for each child.

755 C. Licensees that were licensed prior to [the effective date of this regulation] and that operate
756 in buildings approved prior to June 1, 2008, shall have 25 square feet of indoor space
757 available for each child 16 months and older.

758 D. The center shall designate a separate space for children who are ill or injured.

759 E. The licensee shall ensure that any space utilized for an outside play area has at least 75
760 square feet of space per child.

761 F. For centers licensed for the care of infants or toddlers, at least 25 square feet of the 75
762 square feet required in subsection E of this section must be an unpaved surface.

763 G. Infants and toddlers shall have a separate outdoor play area or shall not occupy the
764 outdoor play area at the same time as preschool and school-age children.

765 **8VAC20-781-240. Toileting areas and furnishings.**

766 A. Centers shall have at least two toilets and two sinks.

767 B. The licensee shall ensure that each toileting area provided for children:

768 1. Is within a contained area, readily available and within the building used by the
769 children. Toilets used by children at primitive camps are not required to be located
770 within the building.

771 2. Has flushable toilets.

772 3. Has sinks located near the toilets that are supplied with running water.

773 4. Is equipped with a lined waste container, liquid soap, toilet paper, and disposable
774 towels or an air dryer within reach of children.

775 C. Centers shall have at least one toilet and one sink per 20 preschool children and at least
776 one standard size toilet and one sink per 30 school age children. When sharing restroom
777 areas with other programs, the children in those programs shall be included in the toilet
778 and sink ratio calculations. The toilet and sink ratio appropriate to the younger age group
779 shall apply. Urinals shall not count for more than 50% of the number of toilets in the
780 toileting area.

781 D. When child size toilets, urinals, and low sinks are not available in restrooms used by
782 children of preschool age and younger, one or more platforms or sets of steps shall be
783 provided. Platform steps shall be anchored or broad based to prevent toppling and have a
784 non-slip surface.

785 E. A toileting area used for school age children shall have at least one toileting area enclosed.

786

787 **8VAC20-781-250. Indoor and outdoor play areas and equipment.**

788

789 A. Outdoor play areas shall be located and designed to protect children from hazards
790 including bodies of water and vehicular traffic.

791 B. Indoor and outdoor playground and climbing equipment shall be age appropriate for the
792 children using it.

793

794 C. For child day centers licensed prior to [the effective date of this regulation], where
795 playground equipment is provided, protective surfacing shall comply with minimum safety
796 standards when tested in accordance with the procedures described in the American
797 Society for Testing and Materials standard F1292-99 as shown in Table 1 (Compressed

798 Loose Fill Synthetic Materials Depth Chart) and Table 2 (Use Zones for Equipment) below
 799 and shall be under equipment with moving parts or climbing apparatus to create a use
 800 zone free of hazardous obstacles. A use zone shall encompass sufficient area to include
 801 the child's trajectory in the event of a fall while the equipment is in use. Where steps are
 802 used for accessibility, protective surfacing is not required.

803

Table 1: Compressed Loose Fill Synthetic Materials Depth Chart		
Loose-fill Material Type	Required Depth	Maximum Equipment Fall Height
Engineered wood fiber	6 inches	7 feet
	9 inches	8 feet
Pea gravel	6 inches	4 feet
	9 inches	5 feet
Recycled shredded rubber	6 inches	8 feet
Sand	6 inches	8 feet
Wood chips	6 inches	7 feet
	9 inches	8 feet
Wood mulch	6 inches	7 feet
	9 inches	10 feet
Wood mulch-double shredded	6 inches	6 feet
	9 inches	10 feet

804

805 D. Depth requirements in this section are required unless the facility has received
 806 documentation of third-party laboratory testing verifying that the type, depth of protective
 807 surfacing, or installation process used at the facility complies with the most recent
 808 recommendations by the U.S. Consumer Product Safety Commission's (CPSC) Public
 809 Playground Safety Handbook.
 810

Table 2: Use Zones for Equipment	
Equipment	Use Zone
Stationary Equipment	Six feet on all sides of the equipment
Slides	Six feet on all sides. The use zone in front of the exit shall be a minimum of 6 feet and at least as long as the slide is high up to a maximum of 8 feet.
Swings	Six feet on each side. Twice the height of the swing beam in the front and back of the swing.

811

812 E. For child day centers licensed after [the effective date of this regulation] where playground
 813 equipment is provided, protective surfacing and use zones shall comply with protective
 814 surfacing requirements in the most current U.S. Consumer Product Safety Commission's
 815 (CPSC) Public Playground Safety Handbook.

816 F. Use zones shall be free of obstacles, including any containment barriers for protective
 817 surfacing, and shall extend a minimum of six feet in all directions from the perimeter of the
 818 equipment.

819 G. Climbing equipment and swings shall not be installed over asphalt or concrete unless the
 820 asphalt or concrete is:
 821

- 822 1. Covered with a properly installed unitary surfacing material; or
 823 2. Covered with a loose-fill surfacing system (see Table 3). A loose-fill surfacing system
 824 shall include the following layers of protection:
 825 a. Immediately over the hard surface there shall be a three- to six-inch base layer
 826 of loose-fill gravel for drainage;
 827 b. The next layer shall be a geo-textile cloth;
 828 c. On top of the geo-textile cloth there shall be a loose-fill layer meeting the
 829 requirements of Table 1 of this section; and
 830 d. Impact attenuating mats shall be embedded in the top loose-fill layer in high
 831 traffic areas. High traffic areas include underneath swings, at slide exits, and
 832 other places where displacement is likely.
 833

TABLE 3: Loose-Fill Surfacing System Requirements for Use Over Asphalt or Concrete
Layer 5: Impact mats - under swings and slide exits
Layer 4: Loose-fill surface material – as required by 8VAC20-781-250 C
Layer 3: Cloth barrier – geo-textile cloth
Layer 2: Drainage layer – three to six inches of gravel
Layer 1: Hard surface of existing asphalt or concrete

- 834
- 835 H. Ground supports shall be covered with materials that protect children from injury.
 836
- 837 I. Swing seats shall be constructed with flexible material such as rubber, canvas, or nylon.
 838
- 839 1. Nonflexible molded swing seats shall only be used in a separate infant or toddler play
 840 area.
 841
- 842 2. Swings made specifically for a child with a special need shall be permitted in any area
 843 as long as a staff member is positioned to see and protect other children who might
 844 walk into the path of the swing.
- 845 3. Multi-axis swings including tire swings (i) shall not use steel belted tires, and (ii) the
 846 minimum clearance between the seating surface of the swing and the uprights of
 847 the supporting structure shall be 30 inches when the seat is in a position closest to
 848 the support structure.
 849
- 850 J. Sandboxes shall be covered when not in use.
 851
- 852 K. A shady area shall be provided in outdoor play areas during the months of May through
 853 September.
- 854 L. Play equipment used by children shall meet the following requirements:
- 855 1. Openings above the ground or floor which allow a 3 ½ inch by 6 ¼ inch rectangle to fit
 856 through shall also allow a nine-inch circle to fit through to prevent entrapment of a
 857 child’s body or body part.
- 858 2. All hooks, such as S-hooks and C-hooks, shall be properly closed and shall not be
 859 open more than 0.04 inches and less than the thickness of a dime; and
 860
- 861 3. Have no protrusions, sharp points, shearing points, or pinch points.

- 862 M. The maximum fall height of slides and climbing equipment installed prior to June 1, 2005,
863 and used by toddlers, twos, and preschool children, shall be seven feet high when outdoors,
864 and five feet high when indoors.
- 865 N. The maximum fall height of slides and climbing equipment installed after June 1, 2005,
866 and used by toddlers, twos, and preschool children, shall be six feet high when
867 outdoors, and five feet when indoors.
- 868 O. The climbing portions of indoor slides and climbing equipment over 18 inches shall not
869 be over bare flooring.
- 870 P. The climbing portions of indoor slides and climbing equipment 36 inches or more shall
871 be located over protective surfacing.
- 872 Q. Slides shall not have any spaces or gaps that could trap strings, clothing, body parts, etc.
873 between the platform and the start of the slide chute.
- 874 R. Trampolines shall not be used.
- 875 S. When inflatable equipment is used, the equipment shall be assembled, maintained, and
876 used in accordance with the manufacturer's instructions.
877
- 878 T. The requirements of this section shall not prohibit child day programs providing care for
879 preschool or school-age children at a location that is currently approved by the
880 Department of Education or recognized as a private school by the State Board of
881 Education for school occupancy and that houses a public or private school during the
882 school year from permitting preschool or school-age children to use outdoor play
883 equipment and areas approved for use by students of the school during school hours.

884

PART V STAFFING AND SUPERVISION

885 8VAC20-781- 260. Supervision of children.

- 886 A. The licensee shall ensure that staff provide for the safety of children under the supervision
887 of the center.
- 888 B. The licensee shall ensure that staff remain alert to the needs of the children in the care of
889 the center.
- 890 C. Whenever a child is in the care of the center, there shall be on the premises at least (i) a
891 lead teacher and (ii) a staff member or volunteer who has received training on how to
892 contact appropriate authorities in the event of an emergency.
- 893 D. There shall be at least one staff member who meets the qualifications of a lead teacher in
894 each group of children except during short breaks and special activities.
- 895 E. A lead teacher is not required in each grouping of children during the first and last 90
896 minutes of operation when a center operates more than eight hours per day and during the
897 designated rest period if the following are met:
- 898 1. There is a staff member in the group who is over 18 years of age and has at least
899 three months of programmatic experience;
 - 900 2. There is an additional staff member on premises who meets lead teacher
901 qualifications, is not counted in the staff-to-children ratios and is immediately
902 available to help if needed; and

- 903 3. There is a direct means for communicating between these two staff members.
- 904 F. For children under 10 years of age, the licensee shall ensure sight and sound supervision
- 905 by staff who are always physically present without separation by a physical barrier, except
- 906 that staff need only be able to hear a child who is using the restroom provided that:
- 907 1. There is a system to assure that individuals who are not staff members or persons
- 908 allowed to pick up a child in care are not present in the restroom area while in use by
- 909 children;
- 910 2. Staff check on a child who has not returned from the restroom after five minutes.
- 911 Depending on the location and layout of the restroom, staff shall provide intermittent
- 912 sight supervision of the children in the restroom area during this five-minute period to
- 913 assure the safety of children and to provide assistance to children as needed; and
- 914 3. Staff can hear or see the children (video equipment, intercom systems, or other
- 915 technological devices shall not substitute for staff being able to directly see or hear
- 916 children).
- 917 G. Children 10 years of age and older shall be within sight and sound supervision of staff
- 918 except when the following requirements are met:
- 919 1. Staff can hear or see the children (video equipment, intercom systems, or other
- 920 technological devices shall not substitute for staff being able to directly see or hear
- 921 children);
- 922 2. Staff are nearby so they can provide immediate intervention if needed;
- 923 3. There is a system to ensure that staff know where the children are and what they are
- 924 doing;
- 925 4. There is a system to ensure that individuals who are not staff members or persons
- 926 allowed to pick up children in care are not present in the areas where children are
- 927 not under sight supervision; and
- 928 5. Staff provide sight and sound supervision of the children at variable and
- 929 unpredictable intervals not to exceed 15 minutes.
- 930 H. When the outdoor activity area is not adjacent to the center, there shall be at least two staff
- 931 members on the outdoor activity area whenever one or more children are present.
- 932

933 **8VAC20-781-270. Staff-to-children ratio and group size requirements.**

934

- 935 A. The maximum group size limitations specified in Table 1 shall be followed whenever
- 936 children are in care.
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Table 1. Maximum Group Size Requirements		
	Age	Maximum Group Size
1.	Birth up to 16 months	12
2.	16 months up to 24 months	15
3.	2 year olds	24
4.	3 year olds up to school age eligibility	30
5.	School age eligible through 12 years	100

- 938 B. The staff-to-children ratios specified in Table 2 are required whenever children are in care.
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Table 2. Ratio Requirements		
	Age	Ratio (staff: children)
1.	Birth up to 16 months	1:4
2.	16 months up to 24 months	1:5
3.	2 year olds	1:8
4.	3 year olds up to school age eligibility	1:10
5.	School age eligible through 12 years	1:20

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- C. In accordance with Part V of 8VAC20-820 and with approval by the Superintendent, a center may temporarily alter the staff-to-child ratios (i) by one child for groups of children from birth up to school age eligibility, and (ii) by two children for groups of children school age eligible through age 12. Under this provision, group sizes three times the approved ratios may be implemented for children ages birth up to school age eligibility. Group size for school-age children must meet the requirements in subsection A of this section.
- D. When a group includes children from different age groups, the age of the youngest child in the group shall be used to determine the staff-to-children ratio and group size that applies to that group.
- E. Group size limitations shall not apply during the following:
1. Designated rest periods as described in 8VAC20-781-280 and 8VAC20-781-290;
 2. Outdoor activity as described in 8VAC20-781-320, 8VAC20-781-340, and 8VAC20-781-350;
 3. Transportation and field trips as described in 8VAC20-781-630 and 8VAC20-781-640;
 4. Meals and snacks served as described in 8VAC20-781-610; or
 5. Special group activities, or during the first and last hour of operation when the center operates more than six hours per day.
- F. Staff shall be counted in the required staff-to-children ratios only when they are directly supervising children.
- G. A child volunteer 13 years of age or older not enrolled in the program shall not be counted as a child in the staff-to-children ratio requirements.
- H. With a parent's written permission and a written assessment by the director and lead teacher, a center may choose to assign a child to a different age group if such age group is more appropriate for the child's developmental level and the staff-to-children ratio and group size shall be for the established age group. These assignments are intended to be a permanent new group and staff members for the child until it is determined the child's developmental level indicates a new assignment.

980 **8VAC20-781-280. Ratios and group size for balanced-mixed-age groupings.**

- 981 A. The ratio for a classroom of balanced-mixed-age groupings of children preschool to six
982 years of age shall be one staff member for every 14 children provided:
- 983 1. The center has additional staff who are readily accessible in the event of an
984 emergency to maintain a ratio of one staff member for every 10 children when three-
985 year-olds are included in the balanced-mixed-age group; and
 - 986 2. The lead teacher has received at least eight hours of training in classroom
987 management of balanced-mixed-age groupings.
- 988 B. The staff-to-children ratio for balanced-mixed-age groupings during rest time shall be one
989 staff member for every 28 children and the requirements of subsection B through D of
990 8VAC20-781-290 shall be met.
- 991 C. A maximum group size of 28 shall be followed whenever children in care are in balanced-
992 mixed-age groupings.

993 **8VAC20-781-290. Ratios during designated rest periods.**

- 994 A. For children ages 16 months through preschool age, during the designated rest period,
995 when children are resting or in an inactive state, the following rest period ratios are
996 permitted if the requirements of subsections B through D of this section are met:
- 997 1. Children 16 up to 24 months of age: one staff per 10 children.
 - 998 2. Children two years of age: one staff per 16 children.
 - 999 3. Children of preschool age: one staff per 20 children.
- 1000 B. In addition to the staff required by rest period ratios, an additional staff member shall
1001 always be available on-site to offer immediate assistance. The staff required by rest
1002 period ratios shall be able to summon the additional staff member without leaving the
1003 room or area of the sleeping or resting children.
- 1004 C. Once at least half of the children in the resting room or area are awake and off their mats
1005 or cots, the staff-to-children ratio shall meet the ratios as required in 8VAC20-781-270 and
1006 8VAC20-781-280.
- 1007 D. The licensee shall ensure that one staff member shall not supervise more than one room
1008 or area during rest time.
- 1009 E. Centers providing evening and overnight care shall meet the requirements of subsections
1010 A through D of this section during sleep periods.

1011 **8VAC20-781- 300. Ratios and supervision during transportation and field trips.**

- 1012 A. The staff-to-children ratios of 8VAC20-781-270 and 8VAC20-781-280 A shall be followed
1013 on all field trips.
- 1014 B. The staff-to-children ratio need not apply during transportation of school age children to
1015 and from the center.
- 1016 C. One staff member or adult is necessary in addition to the driver when 16 or more
1017 preschool or younger children are being transported in the vehicle.

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PART VI. PROGRAM REQUIREMENTS AND EQUIPMENT

1019

8VAC20-781-310. Daily activities.

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A. The center shall provide a variety of daily activities for all age groups that are age and stage appropriate and based on the physical, social, emotional, and intellectual needs of the children.

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B. The center shall provide opportunities for staff-directed and self-directed activities; a balance of active and quiet activities; active outdoor play; and individual and group activities.

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C. If the center uses media such as television, videos, video games, software, and computers, the following shall apply:

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1. For infants, the use of visual media is prohibited.

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2. For toddlers, media use up to two hours per day is permitted if the center operates more than six hours per day.

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3. For children two and older, not more than a total of two hours per day, when content is not based on curriculum or educational content.

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4. All media provided by the center shall be limited to age appropriate programs and meet all the requirements in subsection A of this section.

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D. Requirements in subdivision 3 of subsection C of this section do not apply to school-age children who attend educational programming that incorporates technology into curriculum learning activities.

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E. Children shall be allowed to sleep or rest as individually needed.

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8VAC20-781-320. Daily care and activities for infants.

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A. The center shall post a flexible daily schedule for infants based on their individual needs and the requirements of 8VAC20-781-310 B.

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B. During the day, the licensee shall ensure that infants are provided with the following:

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1. Food as specified in 8VAC20-781-610 and 8VAC20-781-620.

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2. Outdoor time, unless weather or the Air Quality Color Code Chart as provided by the Department of Environmental Quality indicates that outdoor conditions are hazardous.

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3. Comfort as needed.

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4. Stimulation and language development activities, including but not limited to staff reading, talking to, showing pictures to, naming objects for, playing with and engaging in positive interactions (such as smiling, cuddling, and making eye contact) with infants.

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5. A variety of play spaces that offer:

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a. Room for extensive movement (rolling, crawling, or walking) and exploration;

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b. A diversity of sensory and perceptual experiences; and

- 1055 c. Equipment and toys that support large and small motor development.
- 1056 6. Frequent opportunities for infants to creep, crawl, toddle and walk.
- 1057 7. Protection from older children.
- 1058 C. The licensee shall ensure that staff respond promptly to infants who are crying or
1059 distraught.
- 1060 D. The licensee shall ensure that, for an infant playing on the floor or ground who cannot
1061 move without help, staff ensure that the infant's position and the selection of toys
1062 accessible to the infant changes every 30 minutes or more based on the infant's needs.
- 1063 E. The licensee shall ensure that staff shall not confine infants who are awake and not
1064 actively eating in one piece of equipment including: swings, highchairs, cribs, play pens, or
1065 other similar pieces of equipment for more than 30 consecutive minutes. Except when
1066 eating, the intervening time between confinements shall be at least one hour.
- 1067 F. The licensee shall ensure that for infants who are awake and unable to turn over alone,
1068 staff shall make a minimum of two attempts at supervised tummy time throughout the day.
- 1069 G. The licensee shall ensure that infant car seats are only used for child transportation.
- 1070 H. The licensee shall ensure that cribs are only used for rest and sleep.

1071 **8VAC20-781-330. Resting and sleeping infants.**

- 1072 A. The licensee shall ensure that staff allow infants to follow individual patterns of sleeping
1073 and eating.
- 1074 B. The licensee shall ensure that staff place infants in cribs on their backs (supine) rather
1075 than on their bellies (prone) unless otherwise ordered by a written, signed statement
1076 signed by the child's physician or physician's designee.
- 1077 C. The licensee shall ensure that when an infant is able to turn supine to the prone, staff
1078 shall place the infant supine but allow the infant to adopt the infant's preferred position
1079 unless otherwise directed in a written, signed statement by the child's physician or
1080 physician's designee.
- 1081 D. The licensee shall ensure that staff shall not use sleep adaptive equipment unless
1082 otherwise directed in a written, signed statement by the child's physician or physician's
1083 designee.
- 1084 E. The licensee shall ensure that each resting or sleeping infant is individually checked for
1085 breathing, the color of the infant's skin, signs of distress, and to ensure safe sleep
1086 conditions are still met every 15-20 minutes.
- 1087 F. The licensee shall ensure that staff shall move an infant who falls asleep outside of their
1088 crib to the infant's assigned crib as soon as possible.
- 1089 G. The licensee shall ensure that staff ensure that items that could restrict infant movement
1090 or breathing (i.e. swaddling, weighted blankets, bibs, necklaces, or garments with ties or
1091 hoods) or cover the infant's head or face are not included in the crib with sleeping infants.

1092 **8VAC20-781-340. Daily care and activities for toddlers, twos and preschoolers.**

- 1093 A. The center shall develop, follow, and post a daily schedule that allows for flexibility as
1094 children's needs require and that meets the requirements of 8VAC20-781-310 B. The
1095 daily schedule need not apply on days occupied a majority of the time by a field trip or
1096 other special event. The daily schedule shall include opportunities for:

- 1097 1. Outdoor activity, unless weather or the Air Quality Color Code Chart as provided by
1098 the Department of Environmental Quality indicates that outdoor conditions are
1099 hazardous, for at least:
- 1100 a. Fifteen minutes per day or session if the center operates up to three hours
1101 per day or session;
 - 1102 b. Thirty minutes per day or session if the center operates between three and
1103 five hours per day or session; or
 - 1104 c. One hour per day or session if the center operates more than five hours per
1105 day or session.
- 1106 2. Sleep or rest. Centers operating five or more hours per day shall have a designated
1107 rest period for at least one hour but no more than two hours.
- 1108 3. Meals and snacks as specified in 8VAC20-781-610.
- 1109 4. Small and large motor activities, language and communication experiences, sensory
1110 experiences, art, or music activities, and play acting or social living.
- 1111 B. After the first 30 minutes, children not sleeping shall be permitted to engage in quiet
1112 activities.
- 1113 C. A child who falls asleep in a place other than his designated sleeping location may remain
1114 in that space if comfortable and safe.
- 1115 D. The licensee shall ensure that each sleeping toddler is individually checked for breathing,
1116 the color of the toddler's skin, signs of distress, and to ensure safe sleep conditions are
1117 still met every 30 minutes.
- 1118 E. The licensee shall ensure that staff shall not confine children who are awake and not
1119 actively eating in one piece of equipment including: swings, highchairs, cribs, play pens,
1120 or other similar pieces of equipment for more than 30 consecutive minutes. Except when
1121 eating, the intervening time between confinements shall be at least one hour.
- 1122 **8VAC20-781-350. Daily care and activities for school age children.**
- 1123 A. The center shall develop, follow, and post, a daily schedule for school-age children that
1124 allows for flexibility based on their individual needs and the requirements of 8VAC20-781-
1125 310 B. This schedule need not apply on field trip days or special events.
- 1126 B. Before or after school, the center shall provide an opportunity for children to do
1127 homework, projects, hobbies, small motor activities, art activities, or music activities in a
1128 suitable area. In the afternoon, there shall be an opportunity for large motor activities at
1129 least 25% of the time.
- 1130 C. On non-school days, the center shall provide opportunities for large motor activities at
1131 least 25% of the time; small motor activities; projects, hobbies, or homework in a suitable
1132 place; art or music activities; outdoor activity unless weather or the Air Quality Color Code
1133 Chart as provided by the Department of Environmental Quality indicates that outdoor
1134 conditions are hazardous for at least one hour per day; and food as specified in 8VAC20-
1135 781-610.
- 1136 **8VAC20-781-360. Daily care and activities for children with special needs.**
- 1137 A. The center shall work with the parent and the staff assigned to the child to develop a plan
1138 to ensure that a child with special needs receives care and activity opportunities
1139 appropriate to their individual needs, including specific care and activities recommended

- 1140 by a professional. The plan shall be documented and maintained in the child's record, and
1141 updated annually, or more frequently, as necessary.
1142 B. For a child who cannot move without assistance, staff shall change the place and position
1143 of the child at least every 30 minutes or according to the child's needs.

1144 **8VAC20-781-370 Behavioral guidance.**

- 1145 A. The center shall use positive methods of guiding behavior.
1146 B. When a child is in the care of the center, the licensee shall ensure that staff interact with
1147 children and one another to provide needed help, comfort, support and:
1148 1. Respect personal privacy;
1149 2. Respect differences in cultural, ethnic, religious, and family backgrounds;
1150 3. Encourage decision-making abilities;
1151 4. Promote ways of getting along;
1152 5. Encourage independence and self-direction; and
1153 6. Use consistency in applying expectations.
1154 C. The licensee shall ensure that behavioral guidance is constructive in nature, age, and
1155 stage appropriate, and shall be intended to redirect children to appropriate behavior and
1156 resolve conflicts.
1157 D. If time out is used as a behavior guidance technique:
1158 1. It shall be used sparingly and shall not exceed one minute for each year of the child's
1159 age;
1160 2. It shall be appropriate to the child's developmental level and individual needs;
1161 3. It shall not be used with infants or toddlers;
1162 4. The child shall be in a safe, lighted, well-ventilated place, and within sight and sound
1163 of a staff member; and
1164 5. The child shall not be left alone inside or outside the center.

1165 **8VAC20-781-380. Prohibited actions.**

- 1166 The following actions or threats thereof are prohibited:
1167 1. Physical punishment;
1168 2. Striking a child, roughly handling, or shaking a child, biting, pinching, restricting movement
1169 through binding or tying, forcing a child to assume an uncomfortable position, forced
1170 exercise, or any action taken to cause pain or discomfort;
1171 3. Enclosure in a small, confined space or any space that the child cannot freely exit himself;
1172 however, this does not apply to the use of equipment such as cribs, play yards,
1173 highchairs, and safety gates when used with children preschool age or younger for their
1174 intended purpose;
1175 4. Permitting a child to discipline or punish other children;

- 1176 5. Punitive separation from the group so that the child is away from the hearing and vision of
- 1177 a staff member.
- 1178 6. Withholding or forcing of food, water, or rest;
- 1179 7. Verbal remarks which are demeaning to the child or psychological punishment of any
- 1180 kind, including ridicule or humiliation;
- 1181 8. Punishment for toileting accidents or withholding opportunities for toileting;
- 1182 9. Punishment by applying unpleasant or harmful substances; and
- 1183 10. Withholding outside activity time as punishment.

1184 **8VAC20-781-390. Parental engagement.**

1185 Before the child's first day of attending parents shall be notified about how to access the

1186 following:

- 1187 1. The center's philosophy and any religious affiliation;
- 1188 2. Operating information, including the hours and days of operation and holidays or other
- 1189 times closed, and the contact information to communicate with staff;
- 1190 3. Description of established lines of authority for staff;
- 1191 4. A custodial parent's right to be admitted to the center as required by § 22.1-289.054 of the
- 1192 Code of Virginia;
- 1193 5. The appropriate general daily schedule for the age of the enrolling child;
- 1194 6. How the center will notify parents of emergency situations and send parent communication
- 1195 and notifications as required by 8VAC20- 781-400; and
- 1196 7. The following information from the center's emergency procedures:
 - 1197 a. The relocation site.
 - 1198 b. Method of communication with parents and emergency responders;
 - 1199 c. Procedure to reunite children with a parent or authorized person designated by
 - 1200 the parent.
- 1201 8. The center's transportation policy;
- 1202 9. The center's policies for the arrival and departure of children, including procedures for
- 1203 verifying that only persons authorized by the parent are allowed to pick up the child,
- 1204 picking up children after closing, and when a child is not picked up for emergency
- 1205 situations including inclement weather or natural or man-made disasters;
- 1206 10. The center's policy regarding any medication or medical procedures that will be given;
- 1207 11. The center's policy regarding application of topical skin products;
- 1208 12. The center's policy for reporting suspected child abuse and neglect as required by § 63.2-
- 1209 1509 of the Code of Virginia;
- 1210 13. The center's food policies;
- 1211 14. Discipline policies including acceptable and unacceptable discipline measures; and
- 1212 15. Termination policies.

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1214 **8VAC20-781-400. Parent communication and notification.**

- 1215 A. The center shall inform parents when a pattern of behavioral problems emerges or
- 1216 persists. Such notification shall include any actions taken in response.
- 1217 B. The center shall maintain a written record and provide parents with a written report of
- 1218 each injury involving their child on the day of occurrence. The written report shall protect
- 1219 the confidentiality of other children involved, and shall include:

- 1220 1. Date and time of incident or injury;
- 1221 2. Child's name;
- 1222 3. Type and circumstance of incident or injury;
- 1223 4. Staff present, and actions taken, or treatment offered;
- 1224 5. Date, time, and method used to notify parents;
- 1225 6. Staff and parent signatures or two staff signatures and
- 1226 7. Future action to prevent reoccurrence.
- 1227
- 1228 C. The center shall notify the parent immediately and provide written documentation pursuant
- 1229 to subsection B of this section when any of the following incidents occur:
- 1230
- 1231 1. The child sustains any injury that may reasonably require medical or dental treatment.
- 1232 2. The child has an adverse reaction to an administered medication or topical skin
- 1233 product, a medication error has occurred, or the center has administered an
- 1234 emergency medication.
- 1235 3. The child has a confirmed or suspected allergic reaction; or has ingested any food
- 1236 identified in the written care plan required in subdivision 6 of 8VAC20-781-50 B even
- 1237 if a reaction did not occur.
- 1238 4. A situation in which the child's whereabouts is or was unknown, including a lost or
- 1239 missing child; a child left unattended in a vehicle or on the playground; or a child who
- 1240 wandered away unattended from the facility or assigned group.
- 1241 D. When a child has been exposed to a communicable disease listed in the Department of
- 1242 Health's current communicable disease chart, the parents shall be notified within 24 hours
- 1243 or the next business day of the center's having been informed unless forbidden by law,
- 1244 except for life threatening diseases, which must be reported to parents immediately.
- 1245 E. Parents shall be informed in writing of any change to the center's relocation site, the
- 1246 communication plan, and the reunification plan.
- 1247 F. If an emergency evacuation or relocation is necessary, the parent shall be informed of the
- 1248 child's whereabouts as soon as possible as stated in the center's emergency
- 1249 preparedness and response plan.
- 1250 G. For each infant, the center shall maintain a daily record which can be easily accessed by
- 1251 both the parent and the staff working with the child. The record shall contain the following
- 1252 information:
- 1253 1. The amount of time the infant slept;
- 1254 2. The amount of food consumed and the time;
- 1255 3. Record of diaper changes and any application of diaper ointment;
- 1256 4. A description and time of bowel movements;
- 1257 5. Developmental milestones and daily activities; and
- 1258 6. For infants, who are awake and cannot turn over by themselves, the number of
- 1259 attempts at tummy time.
- 1260 H. Parents shall be informed of reasons for termination of services.
- 1261 I. The center shall provide to parents of children, at least semiannually or more frequently if
- 1262 needed:

- 1263 1. Written information about their child's development, behavior, adjustment, and needs;
1264 and
1265 2. Scheduled opportunities for parents to provide feedback on their children. This
1266 opportunity to provide feedback shall be documented.

1267 J. Information on a child required by subsection I of this section shared between the child's
1268 parents and the center shall be documented in the child's record.

1269 K. Requirements in subsection I of this section shall not apply to school age children and
1270 children participating in short-term programs as defined in 8VAC20-781-10.

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1272 **8VAC20-781-410. Parental agreements.**

1273 A written agreement between the parent and the center shall be in each child's record by the
1274 first day of the child's attendance. The agreement shall be signed by the parent and include:

- 1275 1. An authorization for emergency medical care should an emergency occur when the parent
1276 cannot be located immediately unless the parent states in writing an objection to the
1277 provision of such care on religious or other grounds;
1278 2. A statement that the center will notify the parent when the child becomes ill and that the
1279 parent will arrange to have the child picked up as soon as possible if requested by the
1280 center;
1281 3. A statement that the parent will inform the center within 24 hours or the next business day
1282 after his child or any member of the immediate household has developed any reportable
1283 communicable disease, as defined by the State Board of Health, except for life
1284 threatening diseases which must be reported immediately; and
1285 4. Authorization for the center to transport the child in the event of an emergency including
1286 needing medical care or facility relocation.

1287 **8VAC20-781-420. Play Furnishings, equipment, materials and toys**

- 1288 A. Furnishings, equipment, and materials shall be (i) of an appropriate size for the child using
1289 it and (ii) used in accordance with the manufacturer's instructions.
1290 B. Materials and equipment shall be available and shall be age and stage appropriate for the
1291 children and shall include an adequate supply, as appropriate for each age group, of arts
1292 and crafts materials, texture materials, construction materials, music and sound materials,
1293 books, social living equipment, and manipulative equipment.
1294 1. Equipment used for play with a diameter of less than 1-1/4 inch and a length of less
1295 than 2-1/4 inches shall be inaccessible to children under three years of age; and
1296 2. Toys and equipment with cords and strings shall only be accessible to children two
1297 and older.
1298 C. Washable toys and materials used by infants shall be cleaned and sanitized daily, or more
1299 often if necessary.
1300 D. The following cloth items provided by the center shall be washable: stuffed animals, cloth
1301 dolls, and dress-up clothes; floor pillows shall be washable or have removable covers that
1302 are machine washable. The center shall wash stuffed animals, cloth dolls, dress-up
1303 clothes, and pillows or removable covers, when used by children, at least once a week or
1304 when soiled.
1305 E. If water play tables or tubs are used, they shall be cleaned and sanitized daily.
1306 F. If combs, toothbrushes, or other personal articles are used, they shall be individually
1307 assigned.

- 1308 G. Disposable products not used for play, learning or craft activities shall be used once and
- 1309 discarded.
- 1310 H. Provision shall be made for an individual place for each child's personal belongings.
- 1311 I. Infant walkers shall not be used.
- 1312 J. Play yards where used shall:
- 1313 1. Meet the current Juvenile Products Manufacturers Association (JPMA) and the
- 1314 American Society for Testing and Materials (ASTM) requirements and shall retain
- 1315 the manufacturer's label documenting product compliance with current safety
- 1316 standards at the time they were manufactured;
- 1317 2. Not use any pillows or filled comforters;
- 1318 3. Not be used for the designated sleeping areas;
- 1319 4. Not be occupied by more than one child; and
- 1320 5. Be sanitized each day of use or more often as needed.
- 1321 K. The licensee shall register to receive free recall alerts from the U.S. Consumer Product
- 1322 Safety Commission and shall remove all recalled items from the center.
- 1323 L. Portable water coolers shall be cleaned daily when in use, kept securely closed and so
- 1324 designed that water may be withdrawn from the container only by tap.
- 1325

1326 **8VAC20-781-430. Cribs, cots, rest mats, and beds.**

- 1327 A. Cribs, cots, rest mats or beds shall be provided for children during the designated rest
- 1328 period and not be occupied by more than one child at a time.
- 1329 B. Cribs shall not be used as a play space.
- 1330 C. Cribs, cots, rest mats, and beds shall be identified for use by a specific child.
- 1331 D. Double decker cribs, cots, or beds, or other sleeping equipment when stacked shall not be
- 1332 permitted to be used for children.
- 1333 E. Occupied cribs, cots, rest mats, and beds shall be at least 2-1/2 feet from any heat
- 1334 producing appliance.
- 1335 F. There shall be at least 12 inches of space between occupied cots, beds, and rest mats.
- 1336 G. Twelve inches of space are not required where cots, beds, or rest mats are located
- 1337 adjacent to a wall or a divider if one side is open at all times to allow for passage.
- 1338 H. Mattresses, cots, or rest mats shall be (i) nonabsorbent or covered with a waterproof
- 1339 material, and (ii) sanitized on all sides weekly or before use by another child.
- 1340 I. Rest mats shall have at least one inch of cushioning.
- 1341 J. Cribs shall be used for children under 12 months of age.
- 1342 K. Cribs shall meet the following requirements:
- 1343 1. They shall meet the current Consumer Product Safety Commission Standards at the
- 1344 time they were manufactured;
- 1345 2. There shall be no more than one inch between the mattress and the crib; and
- 1346 3. Not have mesh sides.
- 1347 L. Cribs shall be placed where objects outside the crib such as cords from blinds or curtains
- 1348 are not within reach of children in cribs.
- 1349 M. There shall be at least:

- 1350 1. Twelve inches of space between the sides and ends of occupied cribs except where
1351 they touch the wall or solid barrier; and
- 1352 2. Thirty inches of space between service sides of occupied cribs and other furniture
1353 where that space is the walkway for staff to gain access to any occupied crib.
- 1354 N. If cribs with a swing down safety gate on one side for easy access to a child are used, the
1355 hinged safety gates shall be up and the fastenings secured when a child is in the crib,
1356 except when a staff member is giving the child immediate attention.
- 1357 O. No soft objects or loose bedding shall be used with infants under 12 months when
1358 sleeping or resting including pillows, blankets, quilts, comforters, sheepskins, bumper
1359 pads, or stuffed toys.
- 1360 P. Toys or objects hung over an infant in a crib and crib gyms that are strung across the crib
1361 shall be out of reach of the infant and shall not be used for infants over five months of age
1362 or infants who are able to push up on their hands and knees.

1363 **8VAC20-781-440. Linens.**

- 1364 A. Cribs when being used by infants shall only have a tight fitted bottom cover that does not
1365 make the mattress buckle or bend.
- 1366 B. Cribs, cots, mats, and beds used by children other than infants during the designated rest
1367 period or during evening and overnight care shall have linens consisting of a top cover and
1368 a bottom cover or a one-piece covering which is open on three edges.
- 1369 C. Linens and pillows used by children shall be (i) assigned for individual use, and (ii) stored
1370 separately from those of other children.
- 1371 D. Linens and pillows shall be (i) changed when wet, soiled, or dirty, and (ii) linens shall be
1372 washed at least weekly.
- 1373 E. Pillows when used shall be covered with pillow cases.

1374 **8VAC20-781-450. Swimming and wading.**

- 1375 A. The center shall post written safety rules for swimming or wading in the swimming area
1376 when the pool is located on the premises of the center.
- 1377 B. The center shall follow posted rules of public swimming areas when swimming activities
1378 are located off site.
- 1379 C. Safety rules for swimming or wading shall be explained to children participating in
1380 swimming or wading activities.
- 1381 D. Prior to a child being able to participate in swimming or wading activities, and annually
1382 thereafter, the center shall obtain (i) written permission from the parent of each child who
1383 participates in swimming or wading and (ii) a written assessment from a certified lifeguard
1384 or a written statement from the parent to identify if the child is a swimmer or nonswimmer
1385 before the child is allowed in water with a depth of more than two feet.
- 1386 E. The licensee shall ensure that staff maintain active supervision when any child is in or
1387 around water by staff designated to supervise children in the water. Notwithstanding ratio
1388 requirements in 8VAC20-781-270 and 8VAC20-781-280 A, these staff shall only be
1389 responsible for the supervision of children participating in the water activity and additional
1390 staff shall be available to supervise children not participating.
- 1391 F. The licensee shall ensure that staff have a system for accounting at all times for all
1392 children in the water and in the aquatic area.

- 1393 G. The staff-to-children ratios required by 8VAC20-781-270 and 8VAC20-781-280 A shall be
1394 maintained while children are participating in swimming or wading activities.
1395 Notwithstanding the staff-to-children ratios already indicated, at no time shall there be
1396 fewer than two staff members supervising the group.
- 1397 H. If a pool, lake, or other swimming area has a water depth of more than two feet, a certified
1398 lifeguard holding a current certification shall be on duty supervising whenever a child is
1399 participating in swimming or wading activities.
- 1400 1. One lifeguard for every 25 children in the water shall be on duty and supervising the
1401 children.
- 1402 2. The designated certified lifeguard shall not be counted in the staff-to-children ratios.
- 1403 3. The lifeguard certification shall (i) include an in-person competency demonstration,
1404 and (ii) be obtained from an individual or organization holding instructor certification
1405 from an organization such as the American Red Cross.
- 1406 I. Outdoor swimming activities shall occur only during daylight hours unless underwater and
1407 deck lighting is provided.

1408 **8VAC20-781-460. Pools and Equipment.**

- 1409 A. When permanent swimming or wading pools are located on the premises of the center,
1410 the following shall apply:
- 1411 1. The manufacturer's specifications for operating the pool shall be followed as well as
1412 any local ordinances and any Department of Health requirements for swimming pools;
- 1413 2. Pools constructed, renovated, or remodeled after April 1, 1986, shall have a
1414 statement in writing of their inspection and approval from the local building official
1415 when such approval is required;
- 1416 3. Outdoor swimming pools shall be enclosed by safety fences and gates which are in
1417 compliance with the applicable edition of the Virginia USBC (13VAC5-63) and shall be
1418 kept locked when the pool is not in use;
- 1419 4. Entrances to indoor swimming pools shall be locked when the pool is not in use; and
- 1420 5. A whistle or other audible signaling device, a buoy or a lemon line, a reach pole, and
1421 a backboard shall be available at the swimming or wading site.
- 1422 B. If children are allowed to swim in a lake or other place other than a pool, safe swimming
1423 areas shall be clearly marked and there shall be appropriate water safety equipment.
- 1424 C. Piers, floats, and platforms shall be in good repair and where used for diving, the
1425 minimum water depth shall be stated on the deck or planking.
- 1426 D. After use by a group of children, or more frequently as necessary, portable wading pools
1427 without an integrated filtration system shall be emptied, rinsed, and filled with fresh water.
- 1428 E. After each day's use, portable wading pools shall be emptied, sanitized, and stored in a
1429 position to keep them clean and dry.
- 1430 F. Children who are not toilet trained shall not use portable wading pools without an
1431 integrated filtration system.

1432

PART VII PREVENTING THE SPREAD OF DISEASE AND INFECTION CONTROL

1433

8VAC20-781-470. Preventing the spread of disease.

1434

A. Unless otherwise approved by a child's health care professional, a child shall be excluded from the center if the child has:

1435

1436

1. A fever, which means an oral or axillary temperature at or above 100.4°F;

1437

2. Recurring vomiting or diarrhea not associated with diet change or medication; or

1438

3. Symptoms of a communicable disease listed in the Virginia Department of Health's current communicable disease chart.

1439

1440

B. If a child needs to be excluded according to subsection A of this section, the following shall apply:

1441

1442

1. The center shall contact the parents or designated emergency contact immediately so that arrangements can be made to remove the child from the center as soon as possible; and

1443

1444

1445

2. The child shall remain in a designated area as required by 8VAC-781-230 D. The licensee shall ensure that the child is within sight and sound of a staff member at all times and shall ensure that staff respond to the needs of the child.

1446

1447

1448

C. When any surface has been contaminated with body fluids, it shall be cleaned and sanitized immediately or restricted from use until cleaned and sanitized.

1449

1450

D. When any child's clothing has been contaminated with body fluids, it shall be separated, stored and sealed in a leakproof storage bag until returned to the child's parent.

1451

1452

8VAC20-781-480. Hand washing.

1453

A. The licensee shall ensure that staff ensure children's hands are washed with liquid soap and running water:

1454

1455

1. After diapering or toileting;

1456

2. After contact with any body fluids;

1457

3. After coming in from outdoors;

1458

4. After handling or caring for animals;

1459

5. Before and after playing with water used by more than one child;

1460

6. When their hands are visibly dirty; and

1461

7. Before eating.

1462

B. The licensee shall ensure that children's hands are washed with liquid soap and running water or disposable wipes after eating.

1463

1464

C. Until an infant is old enough to be safely raised to the sink and reach for the water, the infant's hands may be washed using disposable wipes.

1465

1466

D. The licensee shall ensure that staff wash their hands with liquid soap and running water:

1467

1. Before and after:

1468

a. Helping a child use the toilet;

1469

b. A diaper change;

1470

c. Feeding or helping children with feeding;

1471

d. Preparing or serving food or beverages; and

1472

e. Administering medication or topical skin products when there is direct contact with the medication or product.

1473

- 1474 2. After:
1475 a. Using the toilet;
1476 b. Contact with any body fluids;
1477 c. Eating;
1478 d. Handling garbage or cleaning materials;
1479 e. Coming in from outdoors; and
1480 f. Handling or caring for animals.
1481
1482 E. The licensee shall ensure that staff wash their hands with liquid soap and running water
1483 when entering the facility prior to working with children and when their hands are visibly
1484 dirty.
1485
1486 F. If running water is not available, a germicidal cleansing agent administered per
1487 manufacturer's instruction may be used.
1488
1489 **8VAC20-781-490. Diapering and toileting.**
1490 A. The diapering area shall be accessible and within the building used by children.
1491 B. There shall be sight and sound supervision for all children when a child is being diapered.
1492 C. The licensee shall ensure that staff do not leave a child unattended on the diapering
1493 surface.
1494 D. The diapering area shall have the following:
1495 1. A sink with running water not to exceed 120°F;
1496 2. Liquid soap, disposable towels, and single use gloves such as surgical or examination
1497 gloves;
1498 3. A nonabsorbent surface for diapering or changing shall be used. For children younger
1499 than three years, this surface shall be a changing table or countertop designated for
1500 changing unless otherwise specified in this subsection; and
1501 4. The appropriate disposal containers as required by this section.
1502 E. When a child's clothing, diaper, or disposable training pants becomes wet or soiled, the
1503 child shall be wiped clean and changed immediately.
1504 F. Staff shall check diapers and disposable training pants at least once every two hours.
1505 G. Disposable diapers and disposable training pants shall be disposed in a covered leakproof
1506 or plastic-lined storage system that is either foot-operated or used in such a way that the
1507 staff member's hand and the soiled diaper do not touch an exterior surface of the storage
1508 system during disposal.
1509 H. When cloth diapers are used, a separate covered leakproof storage system as specified in
1510 subsection G of this section shall be used for each individual child.
1511 I. Diapers, disposable training pants, or underwear of children who are toilet training may be
1512 changed in the bathroom, and not on the diapering surface required in subdivision 3 of
1513 subsection D of this section, but the required procedures for handwashing in 8VAC20-781-
1514 480 and disposal of diapers or disposable training pants in subsections G and H of this
1515 section shall be followed.

1516 J. The diapering surface shall (i) not be used for storage, (ii) be used only for diapering or
1517 wiping children clean, and (iii) be cleaned and sanitized after each use. Tables used for
1518 children's activities or meals shall not be used for changing diapers.

1519 K. Staff shall ensure the immediate safety of a child during diapering.

1520 **8VAC20-781-500. Toilet training.**

1521 Toilet training. For every 10 children in the process of being toilet trained, there shall be at
1522 least one toilet chair or one child-sized toilet, or at least one adult sized toilet with a platform
1523 or steps and adapter seat.

1524 1. The location of these items shall allow for sight and sound supervision of children in
1525 the classroom if necessary for the required staff-to-children ratios to be maintained.

1526 2. Toilet chairs shall be emptied promptly and cleaned and sanitized after each use and
1527 located on non-carpeted areas when used.

1528 **PART VIII MEDICATION ADMINISTRATION AND TOPICAL SKIN PRODUCTS**

1529 **8VAC20-781-510. General requirements for medication administration.**

1530 A. The decision to administer medicines at a facility may be limited by center policy to
1531 administer: (i) prescribed medications, (ii) nonprescription medications, or (iii) only those
1532 medications required for emergencies or by law.

1533 B. Written parental authorization for medication shall be obtained prior to a medication being
1534 accepted, maintained, or stored at the center.

1535 C. Medications accepted, maintained, or stored at the center shall (i) be labeled with the
1536 child's name, and (ii) not be kept or used beyond the date of expiration or use by date on
1537 the medication container.

1538 D. For any child for whom emergency medication (such as albuterol, glucagon, or
1539 epinephrine auto-injector) has been provided to the center by the parent, there shall always
1540 be a staff member who is immediately accessible and available and meets the
1541 requirements listed in 8VAC20-781-170.

1542 E. Prescription and nonprescription medication shall be given to a child only with written
1543 authorization from the parent that has not expired. Medication shall be administered by a
1544 staff member who is 18 years of age or older.

1545 F. The licensee shall ensure that written authorization from the child's parent for medication
1546 is only valid for 10 business days unless written authorization from the child's physician is
1547 on file.

1548 G. Long-term prescription and nonprescription drug administration shall be allowed only with
1549 written authorization from the child's physician and parent and shall be renewed based on
1550 instructions from the child's physician.

1551 H. Medication authorization shall be available to staff during the entire time it is effective.

1552 I. When an authorization for medication expires, the center shall notify the parent with the
1553 intent to safely return the medication to the parent or receive an updated authorization
1554 form. If a parent has been non-responsive and has not retrieved the medication, the center
1555 shall safely dispose of the medication, but no later than 30 calendar days after the

1556 expiration date of the authorization. The expired medication authorization form shall be
1557 kept with the medication until the center can safely return the medication to the parent or
1558 dispose of the medication.

1559 J. Undesignated or stock epinephrine kept at the center pursuant to § 22.1-289.059 shall be
1560 labeled with the name of the medication and the dosage amount.
1561

1562 **8VAC20-781-520. Prescription medication.**

1563 The center may administer prescription medication provided that:

- 1564 1. The medication is administered by a staff member who meets the requirements in
1565 8VAC20- 781-170;
- 1566 2. The center administers only those drugs that are dispensed from a pharmacy or
1567 health care provider and maintained in the original, labeled container; and
- 1568 3. The center administers medications only to the child identified on the prescription
1569 label in accordance with the prescriber's instructions pertaining to dosage,
1570 frequency, and route of administration.

1571 **8VAC20-781-530. Non-prescription medication.**

1572 The center may administer nonprescription medication provided the medication is:

- 1573 1. Administered by a staff member who meets the requirements in 8VAC20-781-170;
- 1574 2. Labeled with the child's name; the name of the medication, the dosage amount, and
1575 the time or times to be given;
- 1576 3. In the original container with the manufacturer's direction label attached; and
- 1577 4. Given only as specified on the manufacturer's label unless otherwise designated by
1578 written physician's order.

1579 **8VAC20-781-540. Storage of medication.**

1580 A. Unless designated otherwise by a written physician's order, medications, including
1581 refrigerated and staff's personal medications, shall be kept in a locked place, using a safe
1582 locking method, that prevents access by children.

1583 B. If a key is used, the key shall be inaccessible to the children.

1584 C. When needed, medication shall be refrigerated.

1585 D. When medication is stored in a refrigerator used for food, the medications shall be stored
1586 together in a container or in a clearly defined area away from food.

1587 **8VAC20-781-550. Medication records.**

1588 The center shall keep a record of prescription and nonprescription medication given to
1589 children, which shall include the following:

- 1590 1. Name of the child to whom medication was administered;
- 1591 2. The dose, the route, and the name of the medication administered to the child;
- 1592 3. The date and time the medication was administered to the child;

- 1593 4. Name of the staff member administering the medication;
1594 5. Any adverse reactions; and
1595 6. Any medication administration error and action taken.

1596 **8VAC20-781-560. Self-administered medication.**

1597 A. When a school-age child self-administers medication while in care, the center shall:

- 1598 1. Establish written safety procedures for self-administration of medication for school-
1599 age children that include direct supervision of during the administration of the
1600 medication; and
1601 2. Obtain: (i) documentation of written authorization from the child's physician; (ii) a
1602 written request from the child's parent for the child's self-administration of medication;
1603 and (iii) written authorization from the parent to administer the medication in the event
1604 that the child is unable to self-administer.

1605 B. The center shall document any medication self-administered by a child to include:

- 1606 1. The child's name;
1607 2. The dose, the route, and name of the medication self-administered;
1608 3. The date and time the medication was self-administered;
1609 4. Any adverse reactions or side effects; and
1610 5. Any medication administration error and action taken.

1611 C. If the written safety procedures required in this section are not followed, the center shall:

- 1612 1. Notify the child's parent;
1613 2. Assume responsibility for administration of the medication while the child is in care;
1614 and
1615 3. Document in the child's record, the discontinuation of the authorization to self-
1616 administer and the notification to the child's parent.

1617 **8VAC20-781- 570. Topical skin products.**

1618 A. When topical skin products such as lip balm, hand lotion, sunscreen, diaper ointment and
1619 lotion, and insect repellent are administered by the center, the following requirements shall
1620 be met:

- 1621 1. Written parent authorization noting any known adverse reactions shall be obtained at
1622 least annually;
1623 2. The product shall be in the original container and, if provided by the parent, labeled
1624 with the child's name; and
1625 3. Manufacturer's instructions for application shall be followed.

1626 B. When diaper ointment and insect repellent are administered by the center a record shall be
1627 kept that includes the child's name, the name of the product, the frequency of use and the
1628 approximate time given, any adverse reactions, and any application errors and action
1629 taken.

1630 C. Caregivers without medication administration training may apply topical skin products
1631 unless the product is a prescription medication, in which case the requirements in 8VAC20-
1632 781-520 shall be met.

- 1633 D. Children five years of age and older may have access to and may self-administer hand
1634 sanitizer, liquid hand soap, sunscreen, lip balm and hand lotion labeled "Keep out of reach
1635 of children" provided that the label does not contain any other warnings listed in 8VAC20-
1636 781-220 A and is used under adult supervision.
- 1637 E. Sunscreen provided by the center shall have a minimum sunburn protection factor (SPF) of
1638 15.
- 1639 F. The product shall not be kept or used beyond the expiration date.
- 1640 G. Topical skin products except those referenced in subsection C of this section, do not need
1641 to be kept locked, but shall be inaccessible to children under five years of age.

1642 **PART IX FIRST AID, EMERGENCY SUPPLIES, AND EMERGENCY PREPAREDNESS AND**
1643 **RESPONSE**

1644
1645 **8VAC20-781-580. First aid and emergency supplies.**

- 1646 A. The center shall have a minimum of one working flashlight that does not require electricity
1647 on each floor of each building that is used by children.
- 1648 B. The center shall have a minimum of one working radio that does not require electricity in
1649 each building used by children and any primitive camp location without a building.
- 1650 C. The center shall have first aid supplies on each floor of the building, accessible from
1651 outdoor play areas, while on field trips, in vehicles when transporting children, and
1652 wherever children are in care. The first aid supplies shall be readily accessible to staff,
1653 inaccessible to children, and include the following:
 - 1654 1. An ice pack or instant cold pack;
 - 1655 2. A pair of scissors;
 - 1656 3. A pair of tweezers;
 - 1657 4. Gauze pads;
 - 1658 5. Adhesive tape;
 - 1659 6. Adhesive bandages, assorted sizes;
 - 1660 7. An antiseptic cleansing solution or pads;
 - 1661 8. An operable digital thermometer;
 - 1662 9. A minimum of two triangular bandages;
 - 1663 10. Single use gloves such as surgical or examination gloves; and
 - 1664 11. A first aid instructional manual.

1665 **8VAC20-781-590. Emergency preparedness and response plan.**

- 1666 A. The center shall have a written emergency preparedness and response plan developed in
1667 consultation with the local emergency manager, or the state or local fire official. The plan
1668 shall include:
 - 1669 1. Emergency preparedness and response planning for emergencies resulting from a
1670 natural disaster or a human-caused event such as violence at or near the child care
1671 facility; and

- 1672 2. Emergency evacuation, relocation, shelter-in-place, and lockdown procedures to
1673 include;
- 1674 a. Scenario applicability: the most likely emergency scenarios including fire,
1675 severe storms, flooding, tornadoes, earthquakes, pandemic, loss of utilities,
1676 and other situations including facility damage that requires evacuation,
1677 lockdown, or shelter in place;
- 1678 b. Emergency communication to alert staff and emergency responders;
- 1679 c. Methods to account for all children and to ensure continued supervision of
1680 children;
- 1681 d. Method of communication with staff, parents, and emergency responders;
- 1682 e. Accommodations or special requirements for infants, toddlers, children with
1683 special needs and children with chronic physical or medical conditions to
1684 ensure their safety during evacuation or relocation;
- 1685 f. Procedure to reunite children with a parent or authorized person designated by
1686 the parent; and
- 1687 g. Staff and volunteer training requirements and drill frequency.
- 1688 B. The center's emergency preparedness and response plan shall also include the following
1689 additional requirements:
- 1690 1. Evacuation and relocation procedures shall include:
- 1691 a. Designated primary and secondary routes out of the building;
- 1692 b. Designated assembly point away from the building;
- 1693 c. Designated relocation site;
- 1694 d. Methods to ensure essential documents, including attendance records;
1695 parent contact information; emergency contact information; information on
1696 allergies, and intolerance to food or medication are taken to the assembly
1697 point or relocation site; and
- 1698 e. Methods to ensure any special healthcare needs to include medications and
1699 care plans; and supplies are taken to the assembly point or relocation site.
- 1700 2. Shelter-in-place procedures shall include:
- 1701 a. Designated shelter-in-place areas within the center;
- 1702 b. Designated primary and secondary routes to the shelter-in-place areas;
- 1703 c. Methods to ensure essential documents, including attendance records;
1704 parent contact information; emergency contact information; information on
1705 allergies, and intolerance to food or medication are taken to the assembly
1706 point or relocation site; and
- 1707 d. Methods to ensure any special healthcare needs to include medications and
1708 care plans; and supplies are taken to the assembly point or relocation site.
- 1709 3. Lockdown procedures shall include designated safe areas that the facility can contain
1710 using procedures such as closing or locking of doors or other barriers.
- 1711 C. The center shall review the emergency preparedness and response plan at least annually
1712 and update as needed. The center shall document each review and update made to the
1713 emergency preparedness and response plan.
- 1714 D. Emergency evacuation and shelter-in-place diagrams, and a 911 or local dial number for
1715 police, fire, and emergency medical services, and the number of the national poison

1716 control center hotline shall be posted in conspicuous locations in each room used by
1717 children or staff.

1718 E. Continuity of operations shall be established to ensure that essential functions are
1719 maintained during an emergency.

1720 **8VAC20-781-600. Emergency response drills.**

1721 A. All emergency response drills shall be practiced:

1722 1. In each building used by children;

1723 2. With all staff, volunteers and children present at the time of the drill;

1724 3. At varying times during the center's hours of operation; and

1725 4. For centers offering evening and overnight care, a separate drill must be completed
1726 during the evening and overnight hours according to the same schedules specified in
1727 subsections B through D of this section.

1728 B. Emergency evacuation procedures shall be practiced monthly.

1729 C. Shelter-in-place procedures shall be practiced a minimum of twice per year.

1730 D. Lockdown procedures shall be practiced a minimum of twice per year.

1731 E. Documentation shall be maintained for one year of emergency evacuation, shelter-in-place
1732 and lockdown drills that include:

1733 1. The date and time of the drill;

1734 2. The number of staff, volunteers and children participating; and

1735 3. The time it took to complete the drill.

1736 **PART X SPECIAL SERVICES**

1737 **8VAC20-781-610. Nutrition and food services.**

1738 A. Centers shall schedule appropriate times for snacks or meals, or both, based on the hours
1739 of operation and time of the day (e.g., a center open only for after school care shall
1740 schedule an afternoon snack; a center open from 7 a.m. to 1 p.m. shall schedule a
1741 morning snack and midday meal).

1742 B. The licensee shall ensure that children arriving from a half-day, morning program who
1743 have not yet eaten lunch receive a lunch.

1744 C. The center shall schedule snacks or meals so that there is a period of at least 1-1/2 hours
1745 but no more than three hours between each meal or snack unless there is a scheduled
1746 rest or sleep period for children between the meals and snacks.

1747 D. Drinking water shall be offered at regular intervals to children.

1748 E. In environments of 80°F or above, attention shall be given to the fluid needs of children at
1749 regular intervals. Children in such environments shall be encouraged to drink water as
1750 outlined in subsection D of this section.

1751 F. When centers choose to provide meals or snacks, the following shall apply:

- 1752 1. Centers shall follow the most recent, age-appropriate nutritional requirements of the
 1753 Child and Adult Care Food Program administered by the United States Department of
 1754 Agriculture (USDA).
- 1755 2. Children shall be allowed second helpings of food listed in the Child and Adult Care
 1756 Food Program.
- 1757 3. Centers shall not serve small (marble-sized), round, sticky, or hard foods that are
 1758 difficult to chew and easy to swallow whole to children under four years of age.
- 1759 4. A menu listing food to be served for meals and snacks during the current one-week
 1760 period shall:
- 1761 a. Be dated;
- 1762 b. Be posted in a location conspicuous to parents or given to parents;
- 1763 c. Be kept on file for one week at the center; and
- 1764 d. List any substituted food by the end of the business day.
- 1765 5. Powdered milk shall not be used except for cooking.
- 1766 G. When food or beverage is brought from home, the following shall apply:
- 1767 1. The food and beverage container shall be sealed and labeled in a way that identifies
 1768 the owner by first and last name.
- 1769 2. The center shall have extra food or shall have provisions to obtain food to serve to
 1770 children so they can have an appropriate snack or meal if they forget to bring food
 1771 from home, bring an inadequate meal or snack, or bring perishable food.
- 1772 3. Unused portions of opened food shall be discarded by the end of the day or returned
 1773 to the parent.
- 1774 H. If a catering service is used, it shall be approved by the local health department.
- 1775 I. Contaminated or spoiled food shall not be served to children.
- 1776 J. Tables and high chair trays shall be cleaned and sanitized before and after each use for
 1777 feeding;
- 1778 K. Staff shall be present in the feeding area with children anytime children are eating.
- 1779 L. Children shall not be allowed to eat or drink while walking, running, playing, lying down, or
 1780 riding in vehicles.
- 1781 M. Food and beverages shall be prepared, served, stored, and transported in a sanitary
 1782 manner.
- 1783 N. When food is prepared to which a child in care is allergic, staff shall take steps to avoid
 1784 cross contamination to prevent an allergic reaction.
- 1785 O. A child with a diagnosed food allergy shall not be served any food identified in the
 1786 emergency care plan required in subdivision 6 of 8VAC20-781-50 B.
- 1787 P. Disposable products used for food or beverages shall be used once and discarded.
- 1788 **8VAC20-781-620. Special feeding needs.**
- 1789 A. High chairs, infant seats, or feeding tables shall be used for children under 12 months who
 1790 are not held while being fed.

- 1791 1. Children shall be supervised during snacks and meals.
1792 2. When a child is placed in a feeding table with protective belts, a high chair, or an
1793 infant seat, the protective belt shall be fastened securely.
- 1794 B. Bottle fed infants who cannot hold their own bottles shall be held when fed. Bottles shall
1795 not be propped or used while the child is in his designated sleeping location.
- 1796 C. Each bottle fed infant shall have a written feeding schedule on file that is updated as
1797 needed and contains:
- 1798 1. Whether the child receives human milk, formula, or milk; and
1799 2. The brand name of formula, if applicable.
- 1800 D. Infants shall be fed on demand or in accordance with parental instructions.
- 1801 E. All prepared bottles or human milk stored in other containers provided by parents shall be
1802 labeled with the child's name and date of receipt.
- 1803 F. Human milk shall be stored according to center's policy for the storage of human milk.
- 1804 G. Infant formula prepared by the center shall be prepared according to manufacturer's
1805 instructions and prepared infant formula or milk shall be (i) refrigerated; and (ii) dated and
1806 labeled with the child's name.
- 1807 H. Heated human milk, formula, milk, and baby food shall be stirred or shaken and tested for
1808 temperature before serving to children.
- 1809 I. Milk, formula or human milk, and bottles or containers of infant foods shall be warmed
1810 under running warm tap water or by placing them in a container of water that is no warmer
1811 than 120° F if needed. Bottles shall not be heated or warmed in a microwave.
- 1812 J. When a bottle warmer or slow-cooking device, such as a crock-pot, is used for warming
1813 human milk, formula, milk or bottles of infant food, the device (and cord) shall be out of
1814 children's reach and used according to manufacturer's instructions.
- 1815 K. Human milk, formula and milk shall not remain unrefrigerated at the center for more than
1816 two hours and shall not be reheated.
- 1817 L. Prepared bottles shall be discarded or returned to the parent at the end of the day.
- 1818 M. Prepared baby food not consumed during that feeding by an infant may be used by that
1819 same infant later in the same day, provided that the food is not served out of the infant
1820 food container and is dated and stored in the refrigerator; otherwise, it shall be discarded
1821 or returned to the parent at the end of the day.
- 1822 N. The licensee shall maintain on the premises, a one-day's emergency supply of clean and
1823 empty or disposable bottles, nipples, and commercial formulas. Such bottles shall only be
1824 used for one feeding and shall be appropriate for the children in care. The center shall
1825 consult parents on any special feeding needs such as specific formula, human milk, or
1826 other special accommodations.
- 1827 O. The center shall not prohibit breastfeeding.
- 1828 P. When bottles with human milk, formula or milk are prepared by the center, they shall not
1829 be mixed with cereal unless a physician or physician's designee provides written
1830 documentation stating otherwise.

1831 Q. When feeding semisolid food to a child, staff shall use a spoon unless written instructions
1832 from a physician or physician's designee state differently.

1833 **8VAC20-781-630. Field trips.**

1834 A. Written parental permission for field trips shall be secured before the scheduled activity.

1835 B. If a blanket permission is used instead of a separate written permission, the following shall
1836 apply:

1837 1. Parents shall be notified in advance of the field trip; and

1838 2. Parents shall be given the opportunity to withdraw their child from the field trip.

1839 C. Children shall cross streets at corners or crosswalks or other designated safe crossing
1840 point if no corner or crosswalk is available.

1841 D. Before leaving on a field trip, a schedule of the trip's events and locations shall be shared
1842 with parents.

1843 E. The licensee shall ensure a method of communication for emergencies during field trips.

1844 F. The center shall make provisions for providing children on field trips with adequate food
1845 and water.

1846 **8VAC20-781-640. Transportation.**

1847 A. Written parental permission for transportation shall be secured before transportation is
1848 provided.

1849 B. Any vehicle used by the center for the transportation of children shall meet the following
1850 requirements:

1851 1. The vehicle shall meet the safety standards set by the Department of Motor Vehicles
1852 and shall be kept in satisfactory condition to assure the safety of children.

1853 2. The vehicle shall be manufactured for the purpose of transporting people.

1854 3. The vehicle shall be insured with at least the minimum limits established by Virginia
1855 state statutes.

1856 4. If staff or volunteers supply personal vehicles, the center is responsible for ensuring
1857 that the requirements of this subsection are met.

1858 C. The licensee shall ensure that during transportation of children:

1859 1. Virginia state statutes about safety belts and child restraints are followed as required
1860 by §§ 46.2-1095 through 46.2-1100 of the Code of Virginia, and stated maximum
1861 number of passengers in a given vehicle is not exceeded;

1862 2. The children remain seated, and each child's arms, legs, and head remain inside the
1863 vehicle;

1864 3. Doors are closed and locked unless the manufacturer prevents locking for
1865 emergency purposes;

1866 4. At least one staff member or the driver always remains in the vehicle when one or
1867 more children are present; and

1868 5. The following information is in transportation vehicles:

1869 a. Emergency numbers as specified in 8VAC20-781-590 D;

- 1870 b. The center's name, address, and phone number;
- 1871 c. A list of the names of the children being transported and each child's
- 1872 emergency contact information as required in subdivisions 2 and 3 of
- 1873 8VAC20-781-50 B;
- 1874 d. Emergency care plan and information as specified in 8VAC20-781-50 B 5 and
- 1875 B 6; and
- 1876 e. A document containing local emergency contact information, potential
- 1877 shelters, hospitals, and evacuation routes that pertain to each site frequently
- 1878 visited or of routes frequently driven by center staff for center business, such
- 1879 as field trips, pick-up, and drop-off of children to or from home and local
- 1880 schools.

1881 D. When entering and leaving vehicles, children shall enter and leave the vehicle from the
1882 curb side of the vehicle or in a protected parking area or driveway and cross streets at
1883 corners or crosswalks or other designated safe crossing point if no corner or crosswalk is
1884 available.

1885 E. The licensee shall ensure a method of communication for emergencies during
1886 transportation.

1887 F. The licensee shall ensure that any driver verifies that all children have been removed from
1888 the vehicle at the conclusion of any trip by checking every seat.

1889 **8VAC20-781-650. Animals and pets.**

1890 A. Animals that are kept on the premises of the center or that interact with children at the
1891 center shall be vaccinated if applicable.

1892 B. Animals which are, or are suspected of being, ill or infested with external lice, fleas and
1893 ticks or internal worms shall be removed from contact with children.

1894 C. Monkeys, bats, ferrets, poisonous or dangerous animals, reptiles, psittacine birds (birds of
1895 the parrot family), shall not be accessible to children during the hours children are in care
1896 and the licensee shall ensure that children shall not have direct physical contact with such
1897 animals. The licensee shall ensure that children do not come in physical contact with stray
1898 or wild animals.

1899 D. Animals that have shown aggressive behavior shall not be kept in the center or on the
1900 grounds.

1901 E. All animal excrement shall be removed promptly, disposed of properly, and, if indoors, the
1902 soiled area cleaned and sanitized.

1903 F. If a child is bitten by an animal while in care, the following procedures shall be followed:

1904 1. The site of the bite shall be washed with soap and water immediately;

1905 2. Appropriate first aid shall be administered immediately including appropriate medical
1906 attention if necessary;

1907 3. The child's parent and the local health department shall be notified immediately to
1908 report the animal bite incident; and

1909 4. The incident shall be documented in the child's record as required by 8VAC20-781-
1910 50 and a written report shall be given to the parent as required by 8VAC20-781-400.

- 1911 G. Manure shall be removed from barns, stables, and corrals at least once a day and stored
1912 and disposed of in a manner to prevent the breeding of flies.

1913 **PART XI EVENING AND OVERNIGHT CARE PROGRAMS**

1914 **8VAC20-781-660. Evening and overnight care.**

- 1915 A. For evening care, beds with mattresses or cots with at least one inch of dense padding
1916 shall be used by children who sleep longer than two hours and are not required to sleep in
1917 cribs.
1918 B. For overnight care, beds with mattresses or cots with at least two inches of dense padding
1919 shall be used by children who are not required to sleep in cribs.
1920 C. In addition to 8VAC20-781-440 about linens, bedding appropriate to the temperature and
1921 other conditions of the rest area shall be provided.
1922 D. Centers providing evening care or overnight care on an occasional basis are not required
1923 to meet the requirements subsection A and B of this section if sleeping bags or cots are
1924 used.
1925 E. If sleeping bags are used, 8VAC20-781-430 A through H about cribs, cots, rest mats and
1926 beds shall also apply to the use of sleeping bags.
1927 F. In centers providing overnight care, an operational tub or shower with heated and cold
1928 water shall be provided.
1929 G. Activities for children in evening or overnight care shall include, as time allows age-
1930 appropriate activities as described in 8VAC20-781-310 through 8VAC20-781-350.
1931 H. Quiet activities shall be available immediately before bedtime.
1932 I. School age children may use bunk beds for sleeping.
1933 J. Primitive camps are not required to have a tub or shower.

1934 **PART XII THERAPEUTIC AND SPECIAL NEEDS PROGRAMS**

1935 **8VAC20-781-670. Applicability.**

1936 A child day center that meets the definition of a therapeutic child day program or special
1937 needs child day program shall also comply with all requirements of Parts I through XI of this
1938 chapter.

1939 **8VAC20-781-680. Assessments.**

1940 Therapeutic child day programs shall ensure that an individual assessment is:

- 1941 1. Completed within six months before the child's attendance or 30 days after the first day of
1942 attendance and shall be maintained for each child.
1943 2. Reviewed and updated for each child no less than once every 12 months.

1944 **8VAC20-781- 690. Individual service, recreation, education, or treatment plan.**

1945 Therapeutic child day programs shall ensure that an individual service, recreation, education,
1946 or treatment plan is:

- 1947 1. Developed for each child by the director or his designee in consultation with primary staff
1948 responsible for plan implementation.
1949 2. Implemented within 60 days after the first day of the child's attendance.

1950 3. Reviewed every three months and revised if needed by the director or his designee in
1951 consultation with primary staff responsible for plan implementation. The review and revisions
1952 shall be done in partnership with the child's parent.

1953 4. Maintained in the child's record and a copy given to the child's parent.

1954 **8VAC20-781-700. Qualifications of staff.**

1955 Notwithstanding 8VAC20-781-90 and 8VAC20-781-110, therapeutic child day programs and
1956 special needs programs shall ensure that:

1957 1. Directors have education and programmatic experience in the group care of children with
1958 special needs.

1959 2. Lead teachers have at least three months of programmatic experience in the group care
1960 of children with special needs.

1961 **8VAC20-781-710. Staff training.**

1962 Therapeutic child day programs and special needs child day programs shall ensure that staff
1963 who work with children:

1964 1. Receive training before assuming job responsibilities in:

1965 a. Staff occupational health and safety practices in accordance with Occupational
1966 Safety and Health Administration's bloodborne pathogens regulation (29 CFR
1967 1910.1030);

1968 b. Activity adaptations;

1969 c. Medication administration;

1970 d. The special needs of the children in care including functional abilities and
1971 accommodations;

1972 e. Disabilities and health issues; and

1973 f. Appropriate precautions and intervention strategies.

1974 2. Annually complete eight additional hours of training on topics related to the care of
1975 children with special needs.

1976 **8VAC20-781-720. Staff-to-children ratio requirements.**

1977 A. For therapeutic child day programs and special needs child day programs, in each
1978 grouping of children of preschool age or younger, the following ratios of staff-to-children
1979 are required according to the special needs of the children in care:

1980 1. For children with severe and profound disabilities, multiple special needs, serious
1981 medical need, or serious emotional disturbance: one staff member to three children.

1982 2. For children diagnosed as having an intellectual disability with significant sub-
1983 average intellectual functioning and deficits in adaptive behavior, or with physical
1984 and sensory disabilities, or with autism: one staff member to four children.

1985 3. For children diagnosed as having an intellectual disability in the mild range of
1986 development, children with a developmental delay, or children diagnosed with
1987 attention deficit/hyperactivity disorder (ADHD): one staff member to five children.

1988 4. For children diagnosed with specific learning disabilities: one staff member to six
1989 children.

- 1990 5. When children with varied special needs are included in a group, the staff-to-children
1991 ratio applicable to the child with the most significant special need in the group shall
1992 apply to the entire group.
- 1993 6. Whenever 8VAC20-781-270 B requires more staff than subsection A of this section
1994 because of the children's ages, 8VAC20-781-270 B shall take precedence over
1995 subsection A of this section.
- 1996 B. For therapeutic child day programs and special needs child day programs, in each
1997 grouping of school age children, the following ratios of staff-to-children are required
1998 according to the special needs of the children in care:
- 1999 1. For children with severe and profound disabilities, autism, multiple special needs,
2000 serious medical need, or serious emotional disturbance: one staff member to four
2001 children.
- 2002 2. For children diagnosed as having an intellectual disability with significant sub-
2003 average intellectual functioning and deficits in adaptive behavior, or with physical
2004 and sensory disabilities, ADHD, or other health impairments: one staff member to
2005 five children.
- 2006 3. For children diagnosed as having an intellectual disability in the mild range of
2007 development, or developmentally delayed: one staff member to six children.
- 2008 4. For children diagnosed with specific learning disabilities or speech or language
2009 impairments: one staff member to eight children.
- 2010 5. When children with varied special needs are included in a group, the staff-to-children
2011 ratio applicable to the child with the most significant special need in the group shall
2012 apply to the entire group.
- 2013 C. Group size requirements in 8VAC20-781-270 A do not apply to therapeutic child day
2014 programs and special needs child day programs.
- 2015 **8VAC20-781-730. Equipment and materials.**
- 2016 Therapeutic child day programs and special needs child day programs serving children who
2017 use wheelchairs, shall provide appropriate positioning equipment and cushioned vinyl-
2018 covered floor mats for use when activities require children to be out of their wheelchairs.
- 2019 **8VAC20-781-740. Special feeding needs.**
- 2020 A. For therapeutic child day programs and special needs child day programs, the
2021 consistency of food shall be appropriate to a child's special feeding needs.
- 2022 B. Necessary and adaptive feeding equipment and feeding techniques shall be used for
2023 children with special feeding needs according to the information on file pursuant to 8VAC-
2024 781-50 B 5.
- 2025 **8VAC20-781-750. Transportation for non-ambulatory children.**
- 2026 A. Therapeutic child day programs and special needs child day programs providing
2027 transportation to non-ambulatory children shall ensure children are transported in a vehicle
2028 which is equipped with a ramp or hydraulic lift to allow entry and exit.
- 2029 B. Wheelchairs shall be equipped with restraining devices and shall be securely fastened to
2030 the floor when used to seat children in a vehicle.
- 2031 C. Arrangements of wheelchairs in a vehicle shall not impede access to exits.

- 2032 D. For therapeutic child day programs and special needs child day programs, when the center
2033 is responsible for providing transportation, the center shall develop and implement a plan
2034 based on the needs of the children in care to assure their safe supervision during on-
2035 loading, off-loading, and transporting.
- 2036 E. When 16 or more children are being transported, there shall be at least one staff member
2037 or adult besides the driver, for each group of 16.
- 2038 F. For therapeutic child day programs and special needs child day programs, if a child has a
2039 known seizure disorder or neurological, genetic, or physiological disability causing
2040 increased medical risk and that child is being transported, one staff member or adult who is
2041 not the driver and who is trained in first aid and CPR shall be present in the vehicle.