

DEPARTMENT OF HUMAN SERVICES

Social Services Rules

CHILD CARE FACILITY LICENSING

12 CCR 2509-8

[Editor's Notes follow the text of the rules at the end of this CCR Document.]

7.700 CHILD CARE FACILITY LICENSING

7.701 GENERAL RULES FOR CHILD CARE FACILITIES

7.701.1 INTRODUCTION

All rules in Section 7.701, et seq., shall be known and hereinafter referred to as the General Rules for Child Care Facilities and will apply to all child care applicants and licensees subject to the Child Care Licensing Act, Sections 26-6-101 to 26-6-119, C.R.S.

7.701.11 Licensing Exemptions

- A. A license must be obtained before care begins unless such care is exempt as set forth below.
- B. A license is not required for:
 - 1. A special school or class in religious instruction. Religious instruction is defined as instruction in religion as a subject of general education, or instruction in the principles of a particular religious faith. Faith- or spiritually-based programs which offer religious instruction combined with early childhood education, child care or child development activities as a part of the daily routine must obtain a child care license.
 - 2. A special school or class operated for a single skill-building purpose. Single skill building includes activities or instruction in one subject area. A single skill program includes the development of an individual skill which does not include naptime periods or overnight care, or any other time children are not engaged in that specific activity. Any time activities other than the identified single skill are provided; the program is no longer considered a single skill program and must obtain the appropriate license. Meals and snacks may be incorporated into the single skill request.
 - 3. A child care center operated in connection with a church, shopping center, or business where children are cared for during short periods of time, not to exceed three hours in any twenty-four (24) hour period of time, while parents or persons in charge of such children, or employees of the church, shopping center, or business whose children are being cared for at such location are attending church services at such location, shopping, patronizing or working on the premises of the business. This facility must be operated on the premises of the church, business, or shopping center. Only children of parents or guardians who are attending a church activity; patronizing the business or shopping center or working at the church, shopping center or business can be cared for in the center.
 - 4. Occasional care of children with or without compensation, which means the offering of child care infrequently and irregularly that has no apparent pattern.

5. A family care home that provides less than 24-hour care. Care must only be provided using one (1) of the options below at any one time:
 - a. Care of children who are directly related to the caregiver by blood, marriage or adoption. The relationship between the caregiver and child includes biological child(ren), step-child(ren), grandchild(ren), niece, nephew, sibling, or first cousin and provide care for children who are siblings from the same family household which is unrelated to the provider; or
 - b. Care of up to four (4) children, related or unrelated to the caregiver. No more than two (2) children under the age of two years may be cared for at any one time.
6. A child care facility that is approved, certified, or licensed by any other state department or agency, or by a federal government department or agency, which has standards for operation of the facility and inspects or monitors the facility.
7. The medical care of children in nursing homes.
8. Ski area guest child care facilities as defined at Sections 26-6-102(16) and 26-6-103.5, C.R.S.
9. Neighborhood Youth Organizations as defined at Sections 26-6-102(5.8) and 26-6-103.7, C.R.S.

7.701.12 Civil Penalties and Injunctions

- A. Violation of any provision of the Child Care Licensing Act or intentional false statements or reports made to the State Department or to any agency lawfully delegated by the State Department to make an investigation or inspection may result in fines assessed of not more than \$100 a day to a maximum of \$10,000:
 1. A civil penalty will be assessed by the State Department only in conformity with the provisions and procedures specified in Article 4 of Title 24, C.R.S. No civil penalty will be assessed without a hearing conducted pursuant to the Child Care Licensing Act and Article 4 of Title 24, C.R.S., before an Administrative Law Judge acting on behalf of the State Department.
 2. Prior to receipt of a cease and desist order from the Department or from any agency delegated by the STATE Department to make an investigation or inspection under the provision of the Child Care Licensing Act, any unlicensed child care facility may be fined up to \$100 a day to a maximum of \$10,000 for providing care for which a license is required.
 3. For providing child care for which a license is required after receipt of a cease and desist order, an unlicensed facility will be fined \$100 a day to a maximum of \$10,000.
 4. Assessment of any civil penalty under this section will not preclude the State Department from initiating injunctive proceedings pursuant to Section 26-6-111, C.R.S.
 5. A licensed child care facility may be fined up to \$100 a day to a maximum of \$10,000 for each violation of the Child Care Licensing Act or for any statutory grounds as listed at Section 26-6-108(2), C.R.S.

6. Assessment of any civil penalty does not preclude the State Department from also taking action to deny, suspend, revoke, make probationary, or refuse to renew that license.
 7. Any person intentionally making a false statement or report to the Department or to any agency delegated by the State Department to make an investigation or inspection under the provisions of the Child Care Licensing Act may be fined up to \$100 a day to a maximum of \$10,000.
 8. Civil penalties assessed by the State Department must be made payable to the Colorado Department of Human Services.
- B. In addition to civil penalties that may be assessed under Section 7.701.12.A, when an individual operates a facility after a license has been denied, suspended, revoked, or not renewed, or before an original license has been issued, injunctive proceedings may be initiated to enjoin the individual from operating a child care facility without a license.
- C. Within ten (10) working days after receipt of a notice of final agency action with regard to a negative licensing action or the imposition of a fine, or when the State Department identifies and documents in a report of inspection serious violations of any of the standards that could impact the health, safety or welfare of a child cared for at the facility or family child care home, each child care center, facility or family child care home must provide the State Department with the names and mailing addresses of the parents or legal guardians of each child cared for at the facility so that the State Department can notify the parents or legal guardians of the negative licensing action taken or the serious violation impacting the health, safety or welfare of a child. The facility will be responsible for paying a fine to the State Department that is equal to the direct and indirect costs associated with the mailing of the notice.

7.701.13 Appeals and Waivers

The State Department is authorized to hear and decide three kinds of appeal or waiver requests by applicants or licensees: hardship appeals in this rule set, also referred to as hardship waivers, stringency appeals, and materials waiver requests, according to the following procedures. For purposes of this Section 7.701.13, a county department of human/social services that certifies foster homes under § 26-6-106.3, C.R.S., is a "licensee."

A. Hardship Waivers

1. Any applicant or licensee who has applied for or been issued a license to operate a child care facility or child placement agency has a right to appeal, pursuant to § 26-6-106(3), C.R.S., any rule or standard which, in his or her opinion, poses an undue hardship on the person, facility, or community.
 - a. "Undue hardship" is defined as a situation where compliance with the rule creates a substantial, unnecessary burden on the applicant or licensee's business operation or the families or community it serves, which reasonable means cannot remedy. An undue hardship does not include the normal cost of operating the business.
 - b. Emergency hardship appeals are requests by applicants or licensees to excuse noncompliance with a specific child care licensing rule due to urgent, significant, and unexpected situations outside the applicant's or licensee's control. Specific situations that may be considered "emergencies" under this paragraph include, but are not limited to:
 - 1) Natural disasters;

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- 2) Infectious disease outbreaks;
 - 3) Mold outbreaks;
 - 4) Acts of nature or an accident resulting in structural damage to the child care facility; or
 - 5) For foster care homes and residential child care facilities, an immediate, child(ren)-specific, emergency placement, situation which may disrupt placement, or situation posing a safety risk to a child(ren) in out-of-home placement.
2. Such appeal must be submitted to the State Department in writing within sixty (60) calendar days from the date on which the rule, standard, or emergency situation allegedly created the hardship. The applicant or licensee or their designated representative must send an appeal on the state-prescribed form to the appropriate division. Each rule appealed requires an individual appeal and applicable fee. If the appeal is an emergency hardship appeal, the applicant or licensee must mark it as such on the state-prescribed form.
 3. When submitting an appeal, the applicant or licensee must consider the impact on the health, safety, and wellbeing of any children in care and include a proposed alternate compliance plan.
 4. The State Department must consider the impact of an appeal on the health, safety, and wellbeing of the children in care, which must take priority over any undue hardship alleged, when determining whether an appeal should be granted.
 5. If the State Department grants an appeal for undue hardship, it will issue the applicant or licensee an official decision notification letter temporarily excusing the applicant or licensee from compliance with the appealed rule or standard and accepting the alternate compliance plan.
- B. Stringency Appeals
1. Any applicant or licensee who has applied for or been issued a license to operate a child care facility or child placement agency has a right to appeal, pursuant to § 26-6-106(3), C.R.S., any violation of a child care licensing rule cited in a report of inspection, on the basis that the rule has been too stringently applied by a representative of the State Department. "Stringency," as used in this Section 7.701.13, means the child care licensing representative applied rules too strictly, improperly, or unfairly. Disputes over the factual accuracy of a cited violation are not reviewable under this provision and must be resolved with the licensing representative's supervisor.
 2. Such appeal must be submitted to the State Department in writing within sixty (60) calendar days from the date of the report of inspection at issue. The applicant or licensee or their designated representative must send an appeal on the state-prescribed form to the appropriate division. Each rule citation requires an individual appeal and applicable fee.
 3. When submitting an appeal, the applicant or licensee must provide all evidence that it believes shows the rule was applied too stringently.
 4. The State Department must consider the impact of an appeal on the health, safety, and wellbeing of the children in care.
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5. If the State Department finds a licensing rule was too stringently applied in the appealed citation, it will issue the applicant or licensee a new report of inspection with that citation removed, which shall for all purposes supersede the original report of inspection.

C. Materials Waiver Requests

1. A child care center that is applied for or has been issued a license may request a waiver, pursuant to § 26-6-105.7, C.R.S., to use certain hazardous materials in its program or curriculum that would otherwise violate child care licensing rules.
2. The child care center must submit a materials waiver request in writing on the state-prescribed form to the appropriate division. Each rule for which waiver is requested requires an individual request and applicable fee. If the request also seeks to remove a citation on a report of inspection involving the materials, it must be submitted within sixty (60) calendar days from the date of the report of inspection; otherwise, it may be submitted at any time.
3. A child care center requesting a materials waiver must adopt a safety policy, included with the waiver request, that provides that:
 - a. Early childhood teachers are trained in the use of the specific material(s) in a way that provides reasonable, developmental-and age-appropriate safety provisions for children;
 - b. Current training certificates are provided for each staff/classroom where the materials waiver is being sought. Training must be completed through nationally recognized programs related to the curriculum or philosophy, or through other State Department-approved training, curriculum, or program validation; and,
 - c. Parents are notified in writing regarding the use of the hazardous materials in the child care center. The notice must include all of the potential safety risks associated with the materials. The child care center must obtain signed parental consent forms acknowledging awareness of the risks in using the materials in the child care center prior to implementing use of the identified materials and prior to any newly enrolled children attending the center after the waiver is implemented.
4. The State Department must consider the impact of a materials waiver request on the health, safety, and wellbeing of the children in care.
5. If the State Department grants a materials waiver request, it will issue the child care center an official decision notification letter allowing the use of the requested materials according to the provided safety policy. The applicant or licensee must post the decision letter next to the child care license until the letter's expiration date. If there is no expiration date, the decision letter expires three (3) years from the date of the letter. The approved waiver must be in place before using materials that pose a risk to children.

D. Administrative Review and Appeal Panel Procedures

1. The applicant or licensee must comply with all child care licensing rules and standards, including the rule(s) subject to an appeal or materials waiver request, until the applicant or licensee has received a written decision granting the appeal or waiver.
2. The State Department will receive, review, and schedule all appeals and materials waiver requests for review by the appeal panel constituted under § 26-6-106(3), C.R.S.

- a. For hardship appeals, the State Department may propose that the appeal panel grant one or more appeals as part of a consent agenda, which the appeal panel may approve with a single vote; except if any panel member objects to the consent agenda, the appeals on such agenda must be decided individually. The appeal panel may not deny appeals by consent agenda.
 - b. For emergency hardship appeals, the State Department may administratively grant the appeal if it meets the definition of an emergency situation and the proposed alternate compliance plan adequately protects the health, safety, and wellbeing of children in care. If the State Department does not administratively grant the emergency hardship appeal, it must schedule the appeal for review by the appeal panel.
 - c. For materials waiver requests, the State Department will administratively grant or deny the waiver request within sixty (60) days after receipt of the request. If it denies a waiver, the State Department must provide notice in its decision of the child care center's right to appeal the denial within forty-five (45) days and the center's right to meet with State Department personnel as part of that appeal.
 - d. If a child care center appeals the denial of a materials waiver request within forty-five (45) days of the denial, the State Department will schedule the appeal for review by the appeal panel within forty-five (45) days of the appeal. The entire appeal process must not last longer than one hundred (100) days from the date of the notice of denial.
3. The appeal panel will adopt a written decision recommending that the State Department grant, deny, or grant with modifications an appeal or materials waiver request. The State Department must send an official decision letter, including the written decision of the appeal panel, to the applicant or licensee, within ten (10) days from the date of the appeal panel meeting.
 - a. For hardship appeals and materials waiver requests, the official decision letter must be posted next to the child care license until its expiration date. If there is no expiration date, the letter expires three (3) years from its date.
 - b. If the State Department approves a hardship appeal or materials waiver request and the applicant or licensee wishes to make changes to the alternate compliance plan or safety policy submitted with the original appeal or request, the applicant or licensee must submit a new hardship appeal or materials waiver request.
 - c. If, after the State Department approves a hardship appeal or materials waiver request, the applicant or licensee violates the terms and conditions described in the approved alternate compliance plan, approved safety policy, or official decision letter, the State Department's approval will immediately be rescinded and considered null and void. For purposes of this provision, any injuries, accidents, or founded complaints or investigations related to the appealed or waived licensing rule constitute a violation.

4. Hearing requests
 - a. For hardship or stringency appeals, if an applicant or licensee is aggrieved by the decision of the State Department, the applicant or licensee may request an administrative hearing pursuant to § 24-4-105, C.R.S. Written requests for an administrative hearing must be received in writing within 30 calendar days from the date the applicant or licensee received the State Department's decision. In all such administrative hearings, the applicant or licensee will bear the burden or proof by a preponderance of the evidence.
 - b. For appeals from denials of materials waiver requests, the State Department's decision is a final agency decision subject to judicial review pursuant to § 24-4-106, C.R.S.

7.701.14 Civil Rights

All facilities licensed under the Child Care Licensing Act are subject to the following federal laws and regulations: the non-discrimination provisions of Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000D ET SEQ. (2018), and its implementing regulation, 45 C.F.R. Part 80 (2018); the Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6017 (2018) and its implementing regulation, 45 C.F.R., Part 91 (2018); Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794 (2018), and its implementing regulation, 45 C.F.R. Part 84 (2018). All of which are hereby incorporated by reference. No later editions or amendments are incorporated. These statutes and regulations are available for public inspection and copying at the Colorado Department of Human Services 1575 Sherman St., 8th floor, Denver, Colorado 80203, during regular business hours. These statutes and regulations are also available at no cost at [HTTP://USCODE.HOUSE.GOV](http://USCODE.HOUSE.GOV) AND [HTTP://WWW.ECFR.GOV](http://WWW.ECFR.GOV).

All facilities licensed under the Child Care Licensing Act are also subject to Titles I through V of the Americans with Disabilities Act, 42 U.S.C. § 12101 et seq. (2012), and its implementing regulation, 29 C.F.R., part 1630 (2018), which are hereby incorporated by reference. No later editions or amendments are incorporated. These statutes and regulations are available for public inspection and copying at The Colorado Department of Human Services 1575 Sherman St., 8th floor, Denver, Colorado 80203, during regular business hours. These statutes and regulations are also available at no cost at [HTTP://USCODE.HOUSE.GOV](http://USCODE.HOUSE.GOV) AND [HTTP://WWW.ECFR.GOV](http://WWW.ECFR.GOV).

Decisions related to the enrollment, placement, or dismissal of a child with a disability or chronic condition must be in compliance with the Americans with Disabilities Act. The facility must provide reasonable accommodations for the child with a disability who has special needs.

A lack of independent ambulation or the need for assistance in feeding, toileting, or dressing or in other areas of self-care cannot be used as sole criteria for enrollment or placement or denial of enrollment or denial of placement. Efforts must be made to accommodate the child's needs and to integrate the child with his/her peers who do not have disabilities.

7.701.2 DEFINITIONS

A. Types of Homes

1. Family Child Care Home

"Family Child Care Home," is defined at Section 26-6-102(13), C.R.S

Types of family child care homes are further detailed at Section 7.707, "Rules Regulating Family Child Care Homes".

2. Foster Care Home

"Foster Care Home," is defined at Section 26-6-106(14) C.R.S

Types of foster care homes are further detailed at Section 7.708, "Rules Regulating Family Foster Care Homes".

B. Specialized Group Facility

A "Specialized Group Facility," is defined at Section 26-6-102(36)(a)-(B), C.R.S. and includes "Specialized Group Homes" and "Specialized Group Centers".

Specialized group facilities are further detailed at Section 7.709, "Rules Regulating Specialized Group Facilities".

SPECIALIZED GROUP FACILITY MAXIMUM CAPACITY

CHRP	Non-CHRP	Total Children
1	8	9
2	5	7

SPECIALIZED GROUP CENTER MAXIMUM CAPACITY

CHRP	Non-CHRP	Total Children
3	3	6

1. "Specialized Group Homes or Group Centers" who are serving children enrolled in the Children's Habilitation Residential Program (CHRP) waiver must be in compliance with rules contained within the Department of Health Care Policy and Financing's Medical Assistance Manual at 10 CCR 2505-10 Section 8.508 (2019), which is hereby incorporated by reference. No later additions or amendments incorporated. These regulations are available for public inspection and copying at the Colorado Department of Human Services, 1575 Sherman St. 8th Floor, Denver, Colorado 80203, during regular business hours. These regulations are also available at no cost from the Colorado Department of Health Care Policy and Financing, 1570 Grant Street, Denver, Colorado 80203 or at <https://www.sos.state.co.us/CCR>.
2. "Specialized Group Centers" that serve three (3) children enrolled in CHRP waiver must be staffed with sufficient staff to deal with the complex needs of the children placed in the home.
3. A "Specialized Group Home" is located in a house owned or otherwise controlled by the group home parents who are primarily responsible for the care of the children and reside at the home.
4. A "Specialized Group Center" is located in a facility owned or controlled by a governing body that hires the group center parents or personnel who are primarily responsible for the care of the children.

C. Child Care Center

"Child Care Centers," are defined at Section 26-6-102(5), C.R.S

Types of child care centers are further detailed at Section 7.702, "Rules Regulating Child Care Centers".

1. A “school-age child care center” (referred to as the “center” in this subsection C1) means a child care center that provides care for five (5) or more children who are between five (5) years of age and up to the age of eighteen (18) years of age. Children 4 years of age, who will turn 5 on or before October 15th of the current calendar year may attend the center as part of a “building-based school-age child care program” or “building-based day camp” summer program prior to their kindergarten year. The center’s purpose is to provide child care and/or an outdoor recreational experience using a natural environment. The center operates for more than one week during the year. The term includes facilities commonly known as “day camps”, “summer camps”, “summer playground programs”, “before and after school programs”, and “extended day programs.” This includes centers operating with or without compensation for such care, and with or without stated educational purposes.
 - a. A “building-based school-age child care program” means a child care program that provides care for five (5) or more children who are between five (5) years of age and up to the age of eighteen (18) years of age. Four (4) year old children may attend a building based school age child care center the summer prior to attending kindergarten and the child’s fifth (5th) birthday occurs on or before October 15th. The center is located in a building that is regularly used for the care of children.
 - b. A “mobile school-age child care program” provides care for five (5) or more children who are at least seven (7) years of age or have completed the first grade and up to the age of eighteen (18) years. Children move from one site to another by means of transportation provided by the governing body of the program. The program uses no permanent building on a regular basis for the care of children.
 - c. An “outdoor-based school-age child care program” provides care for five (5) or more children who are at least seven (7) years of age or have completed the first grade and up to the age of 18 years. This program uses no permanent building on a regular basis for the care of children. Children are cared for in a permanent outdoor or park setting.

D. Children's Resident Camp

A “Children's Residential Camp,” is defined at Section 26-6-102(8), C.R.S.

Types of children’s resident camps are further detailed at Section 7.711, “Rules Regulating Children’s Resident Camps”.

E. Day Treatment Center

A “Day Treatment Center,” is defined at Section 26-6-102(10), C.R.S.

Day treatment centers are further detailed at Section 7.706, 12 CCR 2509-8, “Rules Regulating Day Treatment Centers”.

F. Child Placement Agency

A “Child Placement Agency,” is defined at Section 26-6-102(7), C.R.S.

Child placement agencies are further detailed at Section 7.710, “Rules and Regulations for Child Placement Agencies”.

To arrange for placement is to act as an intermediary by assisting a parent or guardian or legal custodian to place or plan to place a child with persons unrelated to the child for 24-hour care.

Any agency from out-of-state placing a child within Colorado must be licensed as a child placement agency by the State Department unless the placement services are coordinated with and provided by a county department of social services, human services or a child placement agency licensed by the State Department.

G. Residential Child Care Facility

1. "Residential Child Care Facility" (RCCF) is defined at Section 26-6-102(33), C.R.S.

Residential child care facilities are further detailed at Section 7.705, "Rules Regulating Residential Child Care Facilities".

2. A "Transition Program" may be a component of an RCCF program in which the child is residing in the RCCF part of the time and in a living situation that the child is expected to move to after treatment in the RCCF is completed. The purpose of transition is to enable the child to transition to the home or a less restrictive setting in a manner that prepares the child for success in the new setting.

H. Secure Residential Treatment Center

A "Secure Residential Treatment Center," is defined at Section 26-6-102(35), C.R.S.

Secure residential treatment centers are further detailed at Section 7.713, "Minimum Rules and Regulations for Secure Residential Treatment Centers".

I. Neighborhood Youth Organization

A "Neighborhood Youth Organization," is defined at Section 26-6-102(26)(a), C.R.S.

Neighborhood youth organizations are further detailed at Section 7.720, "Rules Regulating Neighborhood Youth Organizations".

J. Other Definitions

1. "Affiliate of a licensee," means any person or entity that owns more than five (5) percent of the ownership interest in the business operated by the licensee or the applicant for a license; or any person who is directly responsible for the care and welfare of children served; or any executive, officer, member of the governing board, or employee of a licensee; or a relative of a licensee, which relative provides care to children at the licensee's facility or is otherwise involved in the management or operations of the licensee's facility.
2. For the purposes of all child care licensing rules, the terms "child abuse," and "child neglect" mean the same as in the definition of "child abuse or neglect" set forth in Section 19-1-103(1), C.R.S., unless otherwise indicated.
3. "Citizen/legal resident" means a citizen of the United States, current legal resident of the United States, or a person lawfully present in the United States.
4. The "Consumer Product Safety Commission", as referred to in rules Regulating Child Care Facilities, means the National Commission that establishes standards for the safety of children's equipment and furnishings and for playground safety.

5. "Convicted" means a conviction by a jury or by a court and shall also include a deferred judgment and sentence agreement, a deferred prosecution agreement, a deferred adjudication agreement, an adjudication, and a plea of guilty or nolo contendere.
6. A "critical incident" is a serious incident or concern or potential incident or concern that poses a danger to a child or children at the facility or of a staff member at the facility.
7. "State Department" is the Colorado Department of Human Services.
8. "Employee" or "applicant for employment," for the purpose of the child abuse or neglect records check required in Section 7.701.32, is defined as: an individual (other than an individual who is related to all children for whom child care services are provided):
 - a. Who is employed by a licensed or qualified exempt child care provider for compensation, including contract employees or self-employed individuals;
 - b. Whose activities involve the care or supervision of children for a licensed or qualified exempt child care provider or unsupervised access to children who are cared for or supervised by a licensed or qualified exempt child care provider; or
 - c. Any individual residing in a licensed or qualified exempt family child care home who is age 18 and older.
9. "Facility" is any business or operation established for the purpose of providing child care services that are required to be licensed pursuant to the Child Care Licensing Act, Section 26-6-101 et seq., C.R.S.
10. "Final Agency Action" means the determination made by the State Department, after opportunity for hearing to deny, suspend, revoke, or demote to probationary status a license issued pursuant to the Child Care Licensing Act or an agreement between the State Department and the licensee concerning the demotion of such a license to a probationary license.
11. "Governing Body" is the individual, partnership, corporation, or association in whom ultimate authority and legal responsibility are vested for the administration and operation of the child care facility.
12. "Health Department" is the Colorado Department of Public Health and Environment (CDPHE) or the local county department of health.
13. "Licensee" is the entity or individual to whom the license is issued and has the legal capacity to enter into agreements or contracts, assume obligations, incur and pay debts, sue and be sued in its own right, and to be held responsible for its actions. The licensee may be a governing body.
14. "Licensing Specialist" is the authorized representative of the State Department who inspects and audits child care facilities to ensure compliance with licensing requirements and to investigate possible violations of those requirements.
15. "Negative licensing action" is defined at Section 26-6-102(25), C.R.S.
16. "Relative" is defined at SECTION 26-6-102(32), C.R.S.

17. "Serious emotional disturbance" means a diagnosable mental, behavioral, or emotional disorder that is of sufficient duration and has resulted in a functional impairment that substantially interferes with or limits a child's role or functioning in family, school, or community activities. Serious emotional disturbances do not include developmental disorders, substance-related disorders, or conditions or problems that may be a focus of clinical attention unless they occur with another diagnosable serious emotional disturbance.

7.701.21 Homeless Youth Services - Definitions

"Homeless Youth" is defined at Sections 24-32-723 and 26-5.7-102(2), C.R.S.

"Homeless Youth Shelter" is defined at Sections 26-5.7-102(3) and 26-6-102(5.1), C.R.S.

"Licensed Host Family Home" is a home that is certified by the county department or a child placement agency as meeting the requirements for providing shelter to homeless youth.

7.701.3 APPLICATION PROCESS

7.701.31 Original Application

- A. A completed original application accompanied by the appropriate fee and proof of lawful presence in the United States (see Section 3.140.11) must be submitted to the State Department a minimum of sixty (60) days prior to the proposed opening date for the facility. For 24-hour agencies or facilities, the addendum with specific requirements must be completed and submitted with the application.
- B. A licensing evaluation will occur only after the State Department has received the complete application and appropriate fee.
- C. If a county or agency establishes and plans to sponsor a Specialized Group Facility, the governing body for the Specialized Group Facility is the licensee. A written plan for the supervision of the Specialized Group Facility must accompany the application.

7.701.32 Use of Records and Reports of Child Abuse or Neglect for Background and Employment Inquiries

- A. An operator of a licensed facility, guest child care facility as defined in Section 26-6-102(16), C.R.S., or an exempt family child care home provider must submit a request to determine if an operator, applicant for employment or current employee has been found responsible for a confirmed report of child abuse or neglect in the State Department's automated system (Trails).
- B. Foster Homes must also obtain a child abuse or neglect records check for each adult eighteen (18) years of age or older living in the home in every state where the adult has resided in the five (5) years immediately preceding the date of application.
- C. An child abuse or neglect records check is not necessary regarding out-of-state employees of a children's resident camp or school-age child care center for a camp or center that is in operation for fewer than ninety (90) calendar days; out-of-state employees operating under this exemption must be supervised at all times by a staff member who has successfully completed all background checks.
- D. The Trails child abuse or neglect records request must be made on the State prescribed form, accompanied by the required fee (for fee assessment see Section 7.000.73) within the following required time frames:

1. Child care centers (less than 24-hour care), school-aged child care facilities, family child care homes, and qualified exempt providers must meet the following:
 - a. For all individuals whose activities involve the care or supervision of children or who have unsupervised access to children, requests must be submitted and successfully completed prior to caring for children or allowing unsupervised access to children.
 - 1) Individuals who have obtained a successfully completed CBI or FBI record check may care for children, for no longer than ninety (90) calendar days, while waiting for all other required background checks to be completed. The individual must be supervised at all times by an individual who has successfully completed all required background checks.
 - b. For each adult eighteen (18) years of age or older, residing in a licensed family child care home or a qualified exempt provider home, requests must be submitted at time of application.
 - c. For each adult eighteen (18) years of age or older, who begin residing in the home after care begins, requests must be submitted within five (5) calendar days of when he or she begins residing in the home, and these adults must not be allowed unsupervised access to children in care until all background checks have been successfully completed.
 2. All other requests except those specified in Section 7.701.32.D.1 must be submitted within ten (10) calendar days of the first day of employment for each employee or facility.
- E. The Trails child abuse and neglect records request must be made within ten (10) calendar days of the first day of employment for each employee or facility on the State prescribed form, accompanied by the required fee paid by check or money order (for fee assessment see Section 7.000.73).
- F. The Trails child abuse and neglect records request must be accompanied by the individual's written authorization to obtain such information from the State automated system, if applicable.
- G. The State Department will inform the requesting party in writing of whether the individual has been confirmed to be a person responsible for an incident of child abuse or neglect.
1. If the result of the inquiry is that the individual has been confirmed as responsible for an incident of child abuse or neglect, the State Department must provide the requesting party with information regarding the date of the reported incident, the type of abuse or neglect with the severity level, and the county department that confirmed the report.
 2. If the result of the inquiry is that the individual has not been confirmed to be responsible for an incident of child abuse or neglect, the State Department must notify the requesting party of this fact.
- H. The information provided by the State Department must serve only as the basis for further investigation. The director or operator may inform an applicant or employee that the report from the State Department's automated system was a factor in the director or operator's decision with regard to the applicant or employee's employment.

- I. Any person who willfully permits or who encourages the release of data or information related to child abuse or neglect contained in the State Department's automated system to persons not permitted access to such information commits a Class 1 misdemeanor and must be punished as provided in Section 18-1.3-501, C.R.S.
- J. Every five (5) years, all child abuse and neglect inquiry background checks must be renewed by resubmitting an inquiry form and current fee to the State Department for processing. An updated clearance letter or verification of the submission of the inquiry form must be obtained before five (5) years from the date reflected on the current clearance letter.
- K. The results of the abuse and neglect inquiry must be maintained at the center, facility, or agency and must be available for review upon request by a Licensing Specialist.

7.701.33 Criminal Record Check

- A. Criminal records checks are required under the following circumstances:
 - 1. Each applicant listed below must submit to the Colorado Bureau of Investigation (CBI) and the Federal Bureau of Investigation (FBI) a complete set of fingerprints taken by a qualified law enforcement agency or any third party vendor approved by CBI including county departments of human or social services that use fingerprint machines pursuant to Section 19-3-406(1)(c), (2), C.R.S., to obtain any fingerprint criminal history record held by the CBI and FBI. If a third party takes the individual's fingerprints, the fingerprints may be electronically captured using CBI's approved LiveScan equipment. Payment of the fee for the criminal record check is the responsibility of the individual being checked, identified as follows:
 - a. Each applicant for an original license for a center, facility, or agency and any adult eighteen (18) years of age or older who resides in the licensed center, facility or agency.
 - b. Each exempt family child care home provider who provides care for a child and each individual who provides care for a child who is related to the individual (referred collectively in this section as a "qualified provider"), if the child's care is funded in whole or in part with money received on the child's behalf from the publicly funded Colorado Child Care Assistance Program; and, any adult eighteen (18) years of age or older who resides with a qualified provider where the care is provided.
 - c. Applicants for an original certificate for a foster care home, and any adult eighteen (18) years of age or older who resides in the foster care home.
 - d. Any person working in a twenty-four (24) hour child care agency or facility.
 - 2. Each applicant for an original license for a Neighborhood Youth Organization must comply with the criminal background check requirements found at Section 26-6-103.7(4), C.R.S.

The applicant must ascertain whether the person being investigated has been convicted of felony child abuse as specified in Section 18-6-401, C.R.S., or a felony offense involving unlawful sexual behavior as defined in Section 16-22-102(9), C.R.S. The Neighborhood Youth Organization must not hire a person as an employee or approve a person as a volunteer after confirmation of such a criminal history.

- B. Only in the case of a children's resident camp or school-age child care center, out-of-state persons employed in a temporary capacity for less than ninety (90) days are not required to be fingerprinted to obtain a criminal record check. Each person exempted from fingerprinting and being checked with the State Department's automated system must sign a statement which affirmatively states that she/he has not been convicted of any charge of child abuse or neglect, unlawful sexual offense, or any felony. Out-of-state employees operating under this exemption must be supervised at all times by a staff member who has successfully completed all background checks.

Prospective employers of such exempted persons must conduct reference checks of the prospective employees in order to verify previous work history and must conduct personal interviews with each such prospective employee.

- C. At the time the annual declaration of compliance (see Section 7.701.35.B) is submitted to the Department, except as required per Section 7.701.33.C.1 and 7.701.33.C.2, a criminal record check is required only for adults living at the licensed facility who have not previously obtained one. Because the CBI provides the Department with ongoing notification of arrests, owners, applicants, licensees, and persons who live in the licensed facility who have previously obtained a criminal record check, they are not required to obtain additional criminal record checks.
1. A complete set of fingerprints must be submitted to obtain any criminal record held by CBI or FBI, fourteen (14) calendar days prior to a resident of the family child care home or qualified exempt provider home turning eighteen (18) years of age.
 2. A complete set of fingerprints must be submitted within five (5) calendar days of when any new resident, eighteen (18) years of age or older, begins residing in a family child care home or qualified exempt provider home. Adults must not be allowed unsupervised access to children in care until all background checks have been successfully completed.
- D. Each owner, employee of a facility or agency must submit to CBI a complete set of fingerprints to obtain any criminal record held by the CBI and FBI. Payment of the fee for the criminal record check is the responsibility of the individual being checked or the facility or agency. The results of the criminal record check, the CBI and FBI clear letter, must be maintained at the home, center, facility, or agency and must be available for review upon request by a Licensing Specialist.
1. Employees and volunteers who are transferring from one child care facility to another may have their CBI, but not their FBI, fingerprints transferred if they complete the following process:
 - a. Employees must contact CBI to determine if they are eligible for transfer. If eligible, employees must visit a CBI approved third party vendor and indicate they are completing a criminal background check (CBC) transfer per C.R.S. 26-6-107(1)(a)(I)(C.7). Employees must pay the current transfer fee.
 - b. When an individual leaves employment, the facility must submit to the Department a completed Notification of Name Removal form to request the removal of the individual's name from their facility license number in the CBI database.
 - c. School district employees who currently work at a child care facility must have their criminal history report linked to the license number of the child care facility.

2. Except as required per Section 7.701.33.D.3, any adult volunteer, working as a staff member to meet the required staff-child ratio or staff qualifications, who works fourteen (14) days (112 hours) or more in a calendar year, must submit to CBI a complete set of fingerprints taken by a qualified law enforcement agency or any party approved by CBI to obtain a criminal record check. The results of the criminal record check must be maintained at the facility or agency and must be available for inspection by a Licensing Specialist. An employee operating as a volunteer to meet required staff-child ratio that does not have a completed background check on file must be supervised at all times by a qualified staff member who has successfully completed all background checks.
3. Criminal background check requests for volunteers, whose activities involve the care and supervision of children; or who have unsupervised access to children, must be submitted and successfully completed prior to caring for children or allowing the individual unsupervised access to children in child care centers (less than 24-hour care), school-aged child care facilities, family child care homes, and qualified exempt provider homes.
4. Requests for a criminal record check, other than those required per Section 7.701.33.D.4.a, must be submitted to the CBI within five (5) working days of the day that the individual begins to work at the facility or agency.
 - a. Criminal background check requests must be submitted and successfully completed prior to an individual caring for children or allowing the individual unsupervised access to children in child care centers (less than 24-hour care), school-aged child care facilities, family child care homes, and qualified exempt provider homes.
5. Every five (5) years, requests for FBI criminal record checks must be renewed by resubmitting a complete set of fingerprints and the required fee to CBI for processing. An updated clearance letter or verification of the submission of the request must be obtained prior to five (5) years from the date reflected on the current clearance letter.
6. Facilities and agencies that hire individuals who have been convicted of any felony, except those listed in Subsection 8.a.-f below, unlawful sexual behavior, or any misdemeanor, the underlying factual basis of which has been found by the court on record to include an act of domestic violence must inform the State Department of that hiring within fifteen (15) calendar days of receiving knowledge of the conviction.
7. A child care facility shall not employ, or a child placement agency shall not employ or certify, an individual who has been convicted of:
 - a. Child abuse, as specified in Section 18-6-401, C.R.S.
 - b. A crime of violence, as defined in Section 18-1.3-406, C.R.S.
 - c. An offense involving unlawful sexual behavior, as defined in Section 16-22-102(9), C.R.S.
 - d. A felony, the underlying factual basis of which has been found by the court on the record to include an act of domestic violence, as defined in Section 18-6-800.3, C.R.S.
 - e. A felony involving physical assault, battery, or a drug-related offense within the five years preceding the date of application for a license or certificate.

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- f. A pattern of misdemeanor convictions within the ten (10) years immediately preceding submission of the application. "Pattern of misdemeanor" shall include consideration of Section 26-6-108(2), C.R.S., regarding suspension, revocation and denial of a license, and shall be defined as:
1. Three (3) or more convictions of third (3rd) degree assault as described in Section 18-3-204, C.R.S., and/or any misdemeanor, the underlying factual basis of which has been found by any court on the record to include an act of domestic violence as defined in Section 18-6-800.3, C.R.S.; or
 2. Five (5) misdemeanor convictions of any type, with at least two (2) convictions of third (3rd) degree assault as described in Section 18-3-204, C.R.S., and/or any misdemeanor, the underlying factual basis of which has been found by any court on the record to include an act of domestic violence as defined in Section 18-6-800.3, C.R.S. or,
 3. Seven (7) misdemeanor convictions of any type.
- g. Any offense in any other state, the elements of which are substantially similar to the elements listed in this Subsection a-f.
- E. Payment of the fee for the FBI check is the responsibility of the individual who is obtaining the check or the facility or agency. Certified foster parent(s) or any person eighteen (18) years of age or older who reside with a certified foster parent must obtain a criminal record check from the FBI regardless of the length of residence in Colorado.
- F. The Department may deny, revoke, suspend, change to probationary or fine a child care facility or child placement agency if the applicant(s), an affiliate of the applicant, or any person living with or employed by the applicant has been found to violate any of the provisions set forth in Section 26-6-108(2), C.R.S.
- G. The Department may deny an application for a child care facility license or a child placement agency license if the applicant is a relative affiliate of a licensee, as described in Section 26-6-102(1)(d), C.R.S., of a child care facility or child placement agency, which is the subject of a previous negative licensing action or is the subject of a pending investigation by the State Department that may result in a negative licensing action.
- H. For all CBI fingerprint-based criminal history record information checks required in this Section 7.701.33, including those confirming a criminal history as well as those confirming no criminal history, the State Department will conduct a comparison search on the State Judicial Department's court case management system and the sex offender registry of the Colorado Department of Public Safety. The court case management search must be based on name, date of birth, and address, in addition to any other available criminal history data that the State Department deems appropriate, is used to determine the type of crime(s) for which a person was arrested or convicted and the disposition thereof. The sex offender registry search is used to determine whether the address of a licensee or prospective licensee is listed as belonging to a registered sex offender, except that:
1. County departments of human or social services must conduct sex offender searches in the CBI sex offender registry and the national sex offender public website operated by the United States Department of Justice prior to certification and annually; include a copy in the provider record using the following criteria at a minimum:

- a. Known names and addresses of each adult residing in the foster care home or kinship foster care home; and,
 - b. Address only, of the foster care home or the kinship foster care home.
 2. Child placement agencies must conduct sex offender searches in the CBI sex offender registry and the national sex offender public website operated by the United States Department of Justice prior to certification and annually, include a copy in the provider record using the following criteria at a minimum:
 - a. Known names and addresses of each adult residing in the foster care home or kinship foster care home; and,
 - b. Address only of each adult residing in the foster care home or the kinship foster care home.
- I. Portability of Background Checks
 1. Where two or more individually licensed facilities are wholly owned, operated, and controlled by a common ownership group or school district, a fingerprint-based criminal history records check and a check of the records and reports of child abuse or neglect maintained by the State Department, completed for one of the licensed facilities of the common ownership group or school district pursuant to this section for whom a criminal records check is required under Section 26-6-107, C.R.S., may satisfy the records check requirement for any other licensed facility under the same common ownership group or school district. A new fingerprint-based criminal history records check or new check of the records and reports of child abuse or neglect maintained by the Department is not required of such an individual if the common ownership group or school district maintains a central records management system for employees of all its licensed facilities; takes action as required pursuant to Section 26-6-104, C.R.S., when informed of the results of a fingerprint-based criminal history records check or check of the of records and reports of child abuse or neglect maintained by the Department that requires action pursuant to the Child Care Licensing Act; and informs the State Department whenever an additional licensed facility comes under or is no longer under its ownership or control.
 2. When a licensee is inspected pursuant to the Child Care Licensing Act and records regarding CBI and FBI fingerprint-based criminal background checks, as well as records and reports of child abuse and neglect maintained by the State Department, and the comparison search on the State Judicial Department's court case management system are held at a central records management system, the licensee must be afforded fourteen (14) calendar days to provide to the State Department documentation necessary to verify that employees at the licensed facility have the required records related to fingerprint-based criminal background checks.

7.701.34 Fire and Health Inspections, Zoning Codes

- A. Prior to the original license being issued, following the renovation of the facility that would affect the licensing of the facility and at least every two (2) years thereafter, all child care facilities except family child care homes and Neighborhood Youth Organizations must be inspected and obtain an approving inspection report from the local department of health or the Colorado Department of Public Health and Environment and from the local fire department. These reports must be maintained at the facility and be available for review upon request by a Licensing Specialist.

- B. Prior to the original license being issued, all child care facilities, except for foster homes and specialized group facilities, that are providing care for three or fewer children who are determined to have a developmental disability by a community centered board or who have a serious emotional disturbance, must submit to the State Department written approval from the local zoning department approving operation of the facility. The approval must include the address of the child care facility and the ages and numbers of children to be served. The facility must also submit written zoning department approval to the State Department any time there is a change to the license, including moving the facility to another location, increasing the capacity, or adding different ages of children.
- C. All child care facilities must operate in compliance with local planning and zoning requirements of the municipality, city and county, or county where the facility is located.

7.701.35 Changes Requiring a New Application

A license is deemed surrendered and a new application is required in any of the following circumstances:

- A. Change of licensee, owner, or governing body;
- B. Change in classification of facility or service offered; or
- C. Change in location of the facility.

7.701.36 Types of Licenses

7.701.361 Permanent License

- A. A permanent license is granted when the State Department is satisfied that the facility or agency is in compliance with the appropriate Department rules and the Child Care Licensing Act. The permanent license remains in effect until surrendered or revoked.
- B. Once a permanent license has been issued, the licensee must annually submit to the State Department a declaration of compliance with the applicable licensing rules and notice of continuing operation on the form prescribed by the State Department, along with the appropriate annual fee as set forth at Section 7.701.4.
- C. Failure to submit the annual Continuation Notice and fee will constitute a consistent failure to maintain State Department standards and may result in fines or the revocation of the license.

7.701.362 Time-Limited License

- A. A time-limited license is granted for specific types of child care facilities or agencies when the State Department is satisfied that the facility or agency is in compliance with the appropriate State Department rules and the Child Care Licensing Act. The time-limited license will expire on a set date.
- B. Once a time-limited license has been issued, the licensee must submit a renewal application and appropriate fee prior to the expiration of the time-limited license. This will keep the license in effect until a new time-limited license can be issued.
- C. Failure to submit the renewal application prior to the expiration of the time-limited license will result in the expiration of the license and closure of the facility.

7.701.363 Provisional License

- A. A provisional license or certificate may be issued only for the initial six (6) month licensing period.
- B. This license permits the facility to operate while it is temporarily unable to conform to all rules upon proof by the applicant that attempts are being made to comply with the rules.
- C. If an applicant holds a valid provisional license at the time of application for a permanent license, the provisional license will remain in effect until the application is acted on by the State Department.

7.701.364 Probationary License

- A. The Department may make a probationary the license of any facility as provided in Section 26-6-108(2), C.R.S. making a license probationary is a negative licensing action as defined in Section 26-6-102(25)(A), C.R.S.
- B. If the applicant holds a valid probationary license and submits the renewal application and appropriate fee for a permanent license, the current license will remain in effect until the renewal application is acted on by the State Department.

7.701.365 Multiple Licenses

- A. If a licensee wishes to assume child care responsibility in more than one classification of care, separate applications, fees, and licensing evaluations are required for each classification. A family child care home and a specialized group home may only be licensed as one type of classification at any one location address.
- B. If a licensee wishes to operate more than one facility of the same classification but at different locations, a separate application, fee, and evaluation are required for each location.
- C. Operating multiple licenses of the same classification at a single location by the same licensee or governing body is prohibited.

7.701.4 FEES

- A. The appropriate application fee outlined in 7.701.4.C, must be submitted to the State Department with the application for a child care, agency or neighborhood youth organization license at least sixty (60) calendar days prior to the anticipated opening date of the facility or the expiration date of the provisional or probationary license.
- B. The appropriate annual continuation fee outlined in 7.701. 4.C, must be submitted to the State Department annually, at least sixty (60) calendar days prior to the anniversary date of the license, along with a completed continuation declaration.
- C. Following is a schedule of original and annual continuation fees for all types of child care facilities and agencies:

FAMILY CHILD CARE HOMES (1-6 CHILDREN)			
	<u>Beginning JULY 1, 2018*</u>	<u>Beginning JULY 1, 2019*</u>	<u>JULY 1, 2020 and beyond*</u>
Original Application	\$35.00	\$55.00	\$65.00
Continuation	\$35.00	\$55.00	\$65.00
(*One year from licensed anniversary date)			

LARGE FAMILY CHILD CARE HOMES (7-12 CHILDREN)			
	<u>Beginning JULY 1, 2018*</u>	<u>Beginning JULY 1, 2019*</u>	<u>JULY 1, 2020 and beyond*</u>
Original Application	\$55.00	\$75.00	\$100.00
Continuation	\$55.00	\$75.00	\$100.00
(*One year from licensed anniversary date)			

EXPERIENCED FAMILY CHILD CARE PROVIDER (UP TO 9 CHILDREN)			
	<u>Beginning JULY 1, 2018*</u>	<u>Beginning JULY 1, 2019*</u>	<u>JULY 1, 2020 and beyond*</u>
Original Application	\$55.00	\$75.00	\$100.00
Continuation	\$55.00	\$75.00	\$100.00
(*One year from licensed anniversary date)			

SMALL CHILD CARE CENTERS, PRESCHOOLS, SCHOOL-AGE CHILD CARE, CHILDREN'S RESIDENT CAMPS AND NEIGHBORHOOD YOUTH ORGANIZATIONS (5-15 CHILDREN)			
	<u>Beginning JULY 1, 2018*</u>	<u>Beginning JULY 1, 2019*</u>	<u>JULY 1, 2020 and beyond*</u>
Original Application	\$125.00	\$150.00	\$200.00
Continuation	\$125.00	\$150.00	\$200.00
(*One year from licensed anniversary date)			

LARGE CHILD CARE CENTERS, PRESCHOOLS, SCHOOL-AGE CHILD CARE, CHILDREN'S RESIDENT CAMPS AND NEIGHBORHOOD YOUTH ORGANIZATIONS (16-30 CHILDREN)			
Facilities in this category will pay a base fee + a per child in capacity fee not to exceed \$1,800			
	<u>Beginning JULY 1, 2018*</u>	<u>Beginning JULY 1, 2019*</u>	<u>JULY 1, 2020 and beyond*</u>
Original Application	Base \$150.00+ \$2.00 Per Child	Base \$175.00+ \$2.00 Per Child	Base \$175.00+ \$3.00 Per Child
Continuation	Base \$150.00+ \$2.00 Per Child	Base \$175.00+ \$2.00 Per Child	Base \$175.00+ \$3.00 Per Child
(*One year from licensed anniversary date)			

LARGE CHILD CARE CENTERS, PRESCHOOLS, SCHOOL-AGE CHILD CARE, CHILDREN'S RESIDENT CAMPS AND NEIGHBORHOOD YOUTH ORGANIZATIONS (31 OR MORE CHILDREN)			
Facilities in this category will pay a base fee + a per child in capacity fee not to exceed \$1,800			
	Beginning JULY 1, 2018*	Beginning JULY 1, 2019*	JULY 1, 2020 and beyond*
Original Application	Base \$200.00 + \$2.00 Per Child	Base \$250.00 + \$2.00 Per Child	Base \$300.00 + \$3.00 Per Child
Continuation	Base \$200.00 + \$2.00 Per Child	Base \$250.00 + \$2.00 Per Child	Base \$300.00 + \$3.00 Per Child

(*One year from licensed anniversary date)

Day Treatment CENTERS			
	Beginning 2018*	Beginning 2019*	2020 and beyond*
Original Application	\$500.00	\$665.00	\$884.00
Continuation 0-12 Students	\$340.00	\$438.00	\$535.00
Continuation 13-25	\$556.00	\$716.00	\$875.00
Continuation 26-50 Students	\$770.00	\$992.00	\$1,216.00
Continuation 51 or more Students	\$1,003.00	\$1,291.00	\$1,580.00

(*One year from licensed anniversary date)

Specialized Group Facilities			
	Beginning 2018*	Beginning 2019*	2020 and beyond*
Original Application	\$200.00	\$266.00	\$354.00
Continuation	\$169.00	\$217.00	\$267.00

(*One year from licensed anniversary date)

Child Placement Agency- Foster Care			
	Beginning 2018*	Beginning 2019*	2020 and beyond*
Original Application	\$880.00	\$1,133.00	\$1,386.00
Continuation 0-5 Homes	\$448.00	\$577.00	\$705.00
Continuation 6-15 Homes	\$571.00	\$732.00	\$899.00
Continuation 16-30 Homes	\$710.00	\$914.00	\$1,108.00
Continuation 31-50 Homes	\$834.00	\$1,074.00	\$1,313.00
Continuation 51 or More Homes	\$973.00	\$1,253.00	\$1,532.00

(*One year from licensed anniversary date)

Child Placement Agency- Adoption			
	<u>Beginning 2018*</u>	<u>Beginning 2019*</u>	<u>2020 and beyond*</u>
Original Application	\$672.00	\$865.00	\$1,059.00
Continuation 0-5 Finalized Adoptions	\$340.00	\$423.00	\$513.00
Continuation 6-11 Finalized Adoptions	\$379.00	\$488.00	\$597.00
Continuation 12-17 Finalized Adoptions	\$401.00	\$516.00	\$632.00
Continuation 18-23 Finalized Adoptions	\$448.00	\$577.00	\$705.00
Continuation 24 or More Finalized Adoptions	\$463.00	\$596.00	\$730.00
(*One year from licensed anniversary date)			

A child placement agency licensed for both foster care and adoptions will pay only one fee, either the foster care fee or the adoption fee, whichever is greater. The annual report required by regulation 7.710.72, b, must be attached.

Homeless Youth Shelter			
	<u>Beginning 2018</u>	<u>Beginning 2019</u>	<u>2020 and beyond</u>
Original Application	\$500.00	\$665.00	\$884.00
Continuation	\$463.00	\$596.00	\$729.00

Residential Childcare Facility			
	<u>Beginning 2018* ** ***</u>	<u>Beginning 2019* ** ***</u>	<u>2020 and beyond* ** ***</u>
Original Application	\$1,111.00	\$1,430.00	\$1,750.00
Continuation 0-12 Children/Youth	\$340.00	\$438.00	\$535.00
Continuation 13-25 Children/Youth	\$556.00	\$716.00	\$875.00
Continuation 26-50 Children/Youth	\$770.00	\$992.00	\$1,216.00
Continuation 51-100 Children/Youth	\$1,003.00	\$1,291.00	\$1,580.00
Continuation 101 or more Children/Youth	\$1,235.00	\$1,570.00	\$1,800.00
(*One year from licensed anniversary date)			
(**With Shelter add \$100.00 to all listed license fees)			
(***With PRTF add \$200.00 to all listed license fees)			

Secure Residential Childcare Facility			
	<u>Beginning 2018</u>	<u>Beginning 2019</u>	<u>2020 and beyond</u>
Original Application	\$1,297.00	\$1,670.00	\$1,800.00
Continuation	\$1,297.00	\$1,670.00	\$1,800.00

Changes Made to All License Types			
	<u>Beginning JULY 1, 2018</u>	<u>Beginning JULY 1, 2019</u>	<u>2020 and JULY 1, beyond</u>
Changes to Licensed Capacity	\$62.00	\$80.00	\$97.00
Changes to Physical Premises	\$62.00	\$80.00	\$97.00
Duplicate Licenses	\$40.00		

- E. International adoption agencies with out-of-state offices will be required to reimburse the State for actual and necessary charges involved with travel to out-of-state offices.
- F. The appropriate fee must be submitted for each appeal request submitted within each licensing year. There will be no charge for waiver requests or emergency appeals.

LESS THAN 24-HOUR APPEAL AND FEES (PER CALENDAR YEAR)	
Initial appeal request	Free
Second appeal request	\$10.00 Each
Three or more requests	\$25.00 Each
Emergency Appeals	Free

- G. Any eligible child care facility providing less than 24-hour care that holds a Colorado shines level 3-5 and an average annual enrollment of at least fifty (50) percent of total children enrolled receiving assistance from the Colorado Child Care Assistance Program (CCCAP) or enroll on average at least fifty (50) percent of the county's total CCCAP population may receive a discounted continuation fee of up to fifty (50) percent of their respective license type. The Colorado shines rating and CCCAP enrollment must be verified by the State Department.

7.701.5 ADMINISTRATION

7.701.51 Governing Body

- A. The governing body must be identified by its legal name on the original application and annual continuation notice. The names and addresses of individuals who hold primary financial control and officers of the governing body must be fully disclosed to the State Department.
- B. The governing body must demonstrate to the State Department, upon request, that there is sufficient financial support to operate and maintain the facility in accordance with all rules in Section 7.701, the rules regulating the specific type of facility, and the goals and objectives of the facility.

7.701.52 Reports

- A. Critical incident reporting for 24-hour agencies, facilities and day treatment centers:

Within twenty four (24) hours, excluding weekends and holidays, of the occurrence of a critical incident at the facility or within twenty four (24) hours of a child's return to the facility:

- 1. Death
 - a. Report any child/youth death in the facility or foster home while a child has an open placement, to include while a child is on or off grounds;

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- b. Report death of a child/youth while a child is on the premises of a day treatment center;
 - c. Report death of staff while on duty;
 - d. Report death of foster parent with child(ren)/youth in placement; and
 - e. Report death of volunteer or visitor while on premises.
2. Abuse and neglect
- a. Report any allegation, suspicion, reasonable cause to know, observation or condition of physical, sexual, verbal, emotional, psychological, or financial abuse to a child/youth when they are in placement or on the premises;
 - b. Report any allegation, suspicion, reasonable cause to know, observation or condition of physical, deprivation of needs, medical, supervisory, emotional, psychological, or financial neglect to a child/youth while they are in placement or on the premises; and
 - c. Report notification of an open investigation conducted by the county department.
3. Injury
- a. Report any serious injury to a child/youth that requires emergency medical attention by a health care professional outside of the facility or admission to a hospital;
 - b. Report any serious injury in which there is no known cause or due to alleged lack of supervision;
 - c. Report any injury, bruise, or abrasion on the child/youth that occurs as a result of a physical management.
 - d. Report any injury to a foster parent, staff, volunteer or visitor as a result of an altercation with a child/youth.
4. Illness
- a. Report any serious illness that requires emergency medical attention by a health care professional outside of the facility or admission to a hospital;
 - b. Report when the wrong medication or dosage is given, or when the prescribed medication is not given to the child/youth, which results in an adverse side effect (physiological or psychological) which requires treatment from a medical professional outside of the facility to address the adverse effects and ensure the safety of the child/youth to sustain life;
 - c. A reportable disease, as required by the Colorado Department of Public Health and Environment, of a child or staff member;
 - d. Report any suicidal attempt by a child/youth that requires emergency medical attention by a health care professional outside of the facility or admission to a hospital;

- e. Report any self-injurious behavior by a child/youth that requires emergency medical attention by a health care professional outside of the facility or admission to a hospital;
 - f. Report if a child/youth is placed on a 72-hour/M1 hold;
 - g. Report if a child, foster parent, or staff on duty receives medical or emergency attention outside of the facility as a result of a drug or alcohol related incident.
5. Emergency response
- a. Report if a fire department responds to a fire;
 - b. Report a hazardous situation that occurs that could have possibly threatened the lives of other people around a facility or foster home;
 - c. Report incidents that result in law enforcement taking control of a situation or taking control of a facility or foster home;
 - d. Report any major or/credible threat to the security and/or safety of a facility, foster home, or child/youth in out-of-home care;
 - e. Report if a law enforcement agency files charges; issues a summons or citation to a child/youth, and/or a child/youth is arrested while the child/youth has an open placement at the facility or foster home, to include when child/youth is on or off grounds;
 - f. Report if a child/youth leaves without consent if under the age of 18 and does not return to the facility or foster home within 24 hours;
 - g. Report if division of youth services child/youth escapes the facility or foster home.

A report of a critical incident must be submitted directly through the Colorado Department of Human Services, Division of Child Welfare, Trails automated system.

- B. Reporting for family child care homes, child care center, preschools, school-age child care, children's resident camps and neighborhood youth organizations
- 1. Within twenty-four (24) hours, excluding weekends and holidays, of the occurrence of a critical incident at the facility or within twenty-four (24) hours of a child's return to the facility the licensee must report in writing to The Office of Early Childhood, Division of Early Care And Learning the following critical incidents involving a child in the care of the facility or a staff member on duty:
 - a. All deaths including the death of a child, staff member or volunteer as a result of an accident, suicide, assault, Sudden Unexpected Infant Death or any natural cause while at the facility, or while on authorized or unauthorized leave from the facility. This report must be completed in the online injury system within 24 hours of an incident. If a provider is unable to access the online system, you must use the paper form, and submit the form to the State Department within 24 hours of the incident.

- b. An injury to a child or staff member that requires emergency medical attention by a health care professional or admission to a hospital, whether or not treatment was given. This report must be completed in the online injury system within 24 hours of an incident. If a provider is unable to access the online system, you must use the paper form, and submit the form to the State Department within 24 hours of the incident.
- c. A child or staff member with a reportable disease, as defined by the Colorado Department of Public Health and Environment at 6 CCR 1009-1:1, Appendix A (2019), which is hereby incorporated by reference. No later editions or amendments are incorporated. These statutes and regulations are available for public inspection and copying at the Colorado Department of Human Services 1575 Sherman St., 8TH floor, Denver, Colorado 80203, during regular business hours. These statutes and regulations are also available at no cost from the Colorado Department of Public Health and Environment at 4300 Cherry Creek Drive South, Denver, Colorado 80246 or at WWW.SOS.STATE.CO.US/CCR. This report must be completed in the online injury system within 24 hours of an incident. If a provider is unable to access the online system, you must use the paper form, and submit the form to the State Department within 24 hours of the incident.
- d. Any allegation of physical, sexual, or emotional abuse or neglect to a child that results in a mandatory report to law enforcement or a county department of human or social services agency, or the child abuse reporting hotline as described in Section 19-3-304, C.R.S.
- e. Any fire that is responded to by a local fire department.
- f. Any major threat to the security of a facility including, but not limited to, a threat to kidnap a child, riots, bomb threats, hostage situations, use of a weapon, or drive by shootings, active shooter situations, lock downs, or lock out situations.
- g. A drug or alcohol related incident involving a staff member or a child that requires outside medical or emergency response.
- h. An assault which results in a report to law enforcement, as defined by Sections 18-3-201 through 18-3-204, C.R.S., by a child upon a child; a child upon a staff member, volunteer or other adult; a staff member, volunteer, or other adult upon a child, other staff member or other adult.
- i. A suicide attempt by a child at the facility which requires emergency intervention.
- j. Felony theft or destruction of property by a child at the facility for which law enforcement is notified.
- k. Any police or sheriff contact with the facility for a crime committed by a resident while in placement at the facility.
- l. Any damage to the facility as a result of severe weather, fire, flood, mold or other natural disaster, or damage to the facility by any means that prevents the facility from normal operation.

- C. Reports Made to the State Department within Ten (10) Working Days
 - 1. Any legal action against a facility, agency, owner, operator, or governing body that relates to or may impact the care or placement of children.
 - 2. Change of director of facility or agency;
 - 3. Closure of the facility or agency;
 - 4. Change of placement supervisor for a child placement agency.
 - 5. Change in Trails child placement agency (CPA) supervisor or trails public provider profile.

- D. Changes to a License Requiring Written Notification to the State Department and Prior State Department Approval
 - 1. Proposed change in the number, sex, or age of children for whom the facility is licensed that differs from that authorized by the license.
 - 2. Changes in the physical facility or use of rooms for child care at a facility.
 - 3. Change of name of the facility or agency.
 - 4. Change of residents in the facility, not to include those residents placed in the facility by a county department or a child placement agency.

7.701.53 Reporting of Child Abuse

- A. A child care facility must require each staff member of the facility to read and sign a statement clearly defining child abuse and neglect pursuant to state law and outlining the staff member's personal responsibility to report all incidents of child abuse or neglect according to state law.
- B. Pursuant to Section 19-3-304, C.R.S., any caregiver or staff member in a child care facility who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions that would reasonably result in abuse or neglect shall immediately upon receiving such information report or cause a report to be made of such fact to the state hotline, county department of human or social services or local law enforcement agency.
- C. At the time of admission the facility must give the child's parent or guardian information that explains how to report suspected child abuse or child neglect.

7.701.54 Investigation of Child Abuse

- A. Staff members of the county department of human or social services or a law enforcement agency that investigates an allegation of child abuse must be given the right to interview staff and children in care, and to obtain names, addresses, and telephone numbers of parents or legal guardians of children enrolled at the child care facility.
 - 1. An agency or facility must not interfere or refuse to cooperate with a child protection investigation.

2. An agency or facility must not interview staff or children regarding the specific allegation(s) of child abuse or child neglect until the county department of human or social services and/or local law enforcement agency has had the opportunity to interview all appropriate individuals and completed their investigation.
- B. Any report made to the law enforcement authorities or a county department of human or social services of an allegation of abuse of any child at the child care facility will result in the temporary suspension or reassignment of duties of the alleged perpetrator to remove the risk of harm to the child/children if there is reasonable cause to believe that the life or health of the victim or other children at the facility is in imminent danger due to continued contact between the alleged perpetrator and the child/children at the facility. Such suspension or reassignment of duties will remain in effect pending the outcome of the investigation by the appropriate authorities.

7.701.55 Reporting of Licensing Complaints

Child care facilities must provide written information to parents or legal guardians at the time of admission and staff members at the time of employment on how to file a complaint concerning suspected licensing violations. For family child care homes, child care centers, preschools, school age child care, children's resident camps, and neighborhood youth organizations, the information must include the complete name, mailing address, and telephone number of the Colorado Department of Human Services, Division of Early Care and Learning. For 24-hour care agencies and facilities providing out-of-home care and day treatment centers, the information must include the complete name, mailing address, and telephone number of the Colorado Department of Human Services, Division of Child Welfare.

7.701.56 Posting Licensing Information

- A. At all times during the operating hours of the facility, except for foster care homes, the facility/agency must post the current child care license in a prominent and conspicuous location easily observable by those entering the child care facility or agency. For foster care homes, the certificate must be available for review/upon request of the public.
- B. At all times during the operating hours of a family child care home, child care center, school-age child care center, or children's resident camp, the facility must post its most recent licensing inspection report or a notice as to where the report may be reviewed at the facility by the parent or legal guardian of a child or their designee.
- C. At all times during the operating hours of a family child care home, child care center, preschool, school-age child care center, children's resident camp And neighborhood youth organization, the facility must post in a prominent and conspicuous location information regarding the procedures for filing a complaint with the Colorado Department of Human Services, Division of Early Care and Learning, including the telephone number and mailing address. All 24-hour care agencies and facilities providing out-of-home care and day Treatment centers must post in prominent and conspicuous location information regarding the procedures for filing a complaint with the Colorado Department of Human Services, Division of Child Welfare, including the telephone number and mailing address. For foster care homes and child placement agencies, information for filing a complaint must be made available upon request.
- D. All facilities, except family child care homes must post in every room of the child care facility, excluding bedrooms and living areas, the license capacity of the room and the staff-to-child ratio required by regulation to be maintained for the age of children cared for in the room.

7.701.6 Confidentiality of Records

- A. The records concerning the licensing of facilities and agencies are open to the public except as provided below.

- B. Anyone wishing to review a record must make a written request to the State Department.
- C. The following documents are confidential and not available for review:
 - 1. Information identifying children or their families;
 - 2. Scholastic records, health reports, social or psychological reports. These are available only to the person to whom the records pertain or his or her legal guardian;
 - 3. Personal references requested by the State Department; and
 - 4. Reports and records received from other agencies, including police and child protection investigation reports.

7.701.7 Parental Accessibility

- A. During hours of operation, a facility must allow access to parents and guardians having legal custody of a child in care to those areas of the facility that are licensed for child care.
- B. During the hours of operation, the Facility's most recent licensing, fire department, and health department inspection reports must be accessible to parents and legal guardians of children in care or their designee and to parents and legal guardians considering placing their children in care at the facility.
- C. A facility does not violate this section when it restricts access by a parent, guardian or their designee to a child during an emergency as instructed by local authorities.

7.701.8 Perjury Statement - Application Forms for Employment with a Child Care Provider

Every application used in the State of Colorado for employment with a child care provider or facility, or for the certification of a foster home, must include the following notice to the applicant:

"Any applicant who knowingly or willfully makes a false statement of any material fact or thing in the application is guilty of perjury in the second degree as defined in Section 18-8-503, C.R.S., and, upon conviction thereof, shall be punished accordingly."

7.701.9 General Health Rules

7.701.91 Smoking and Tobacco Products

Pursuant to Sections 26-6-106(2)(e), 25-14-103.5, and 18-13-121, C.R.S., tobacco and nicotine products are prohibited by law from use in and around licensed child care facilities.

- A. Smoking and tobacco product use is prohibited at all times while transporting children on field trips and excursions.
- B. Smoking and tobacco product use is not prohibited in family child care homes during non-business hours.
- C. Foster parents are exempt from this rule when no children are in placement.

7.701.100 Emergency and Disaster Preparedness for Child Care Centers, Family Child Care Homes, School-Age Programs, and Children’s Resident Camps

- A. Prior to caring for children, all staff must complete a State Department-approved training in emergency and disaster preparedness. For seasonal children’s resident camp programs, operating no more than 90 days per calendar year, at least one on site director must be trained in the State Department approved training.
- B. Evacuation, Shelter in Place, Lockdown, and Active Shooter on Premises Plans for Children in Care

All child care providers must have a written plan for: evacuating and safely moving children to an alternate site; lockdown; shelter in place; and an active shooter on premises. The plan must include provisions for multiple types of hazards, such as floods, fires, tornadoes, and active shooter situations. All employees of a child care provider must also be trained on the provider’s written plan prior to caring for children.

- 1. “Lockdown drill” means a drill in which the occupants of a building are restricted to the interior of the building and the building is secured.
- 2. “Shelter-in-place drill” means a drill in which the occupants of a building seek shelter in the building from an external threat.
- 3. “Active shooter on premises drill” means a drill to address an individual actively engaged in killing or attempting to kill people in a confined space or other populated area.

C. Reuniting Families after an Emergency or Disaster

All child care providers must have a written plan for emergency notification of parents and reunification of families following an emergency or disaster.

D. Children with Disabilities and Those with Access and Functional Needs

All child care providers must have a written plan that accounts for children with disabilities as defined in 42 U.S.C. Section 12102 and those with access and functional needs as defined in the State Emergency Operations Plan (2019) The (SEOP). The state SEOP is hereby incorporated by reference. No later editions or amendments are incorporated. The SEOP is available for public inspection and copying at the Colorado Department of Human Services 1575 Sherman St., 8TH floor, Denver, Colorado, during regular business hours. The SEOP is also available for no cost from the Colorado Division of Homeland Security & Emergency Management at <HTTPS://WWW.COLORADO.GOV/PACIFIC/DHSEM/STATE-EOP>. The plan must include a specific requirement indicating how all children with special needs will be included in the emergency plan.

E. Continuity of Operations after a Disaster

- 1. All child care providers must have a written plan for continuity of operations in the aftermath of an emergency or disaster. Components of the plan must include:
 - A. Responsibility for essential staffing needs and predetermined roles during and after the emergency or disaster;
 - B. Procedure for backing up or retrieving staff and children’s files; and
 - C. Procedure for protecting confidential and financial records.

2. During an emergency or other significant, unexpected event, a child care facility may request an emergency waiver to move to a temporary location or exceed capacity, on a temporary basis, to accept children and families from affected areas.

F. Fire, Natural Disaster, and Emergency Drills

1. Each staff member of the facility must be trained in fire safety and the use of available fire extinguishers and fire alarms.
2. Emergency drills, lockdown and active shooter on premises drills must be held at least quarterly but often enough so that all occupants are familiar with the drill procedure and their conduct during a drill is a matter of established routine. Fire drills must be held monthly and be consistent with local fire department procedures. Tornado drills must be held monthly from March to October. A record of all emergency drills held over the past twelve (12) months must be maintained by the facility or center, including date and time of drill, number of adults and children participating, and the amount of time taken to evacuate.
3. Drills must be held at unexpected times and under varying conditions to simulate the conditions of an actual fire or other emergency event.
4. Drills must emphasize orderly evacuation under proper discipline rather than speed. No running should be permitted.
5. Drills must include suitable procedures for ensuring that all persons in the building, or all persons subject to the drill, actually participate.
6. Fire alarm equipment must be used regularly in the conduct of fire exit drills. Hand bells or other alarm emanating devices may be used in lieu of fire alarm equipment if use of fire alarm equipment is not feasible including, but not limited to, facilities operating in buildings where multiple unrelated tenants share a common fire alarm system.
7. If appropriate to the location of the facility, forest fire, and/or flood drills must be held often enough that all occupants are familiar with the drill procedure and their conduct during a drill is a matter of established routine. A record of drills held over the past twelve (12) months must be maintained by the facility.
8. For children's resident camps, at least one fire drill must be held within twenty-four (24) hours of the commencement of each camp session. The dates of the fire drills must be recorded in the camp office.
9. There must be a carbon monoxide detector installed in the area of the child care facility as recommended by the manufacturer and in the area where children and youth sleep.

7.701.200 The Reasonable and Prudent Parent Standard Requirements for Facilities Providing Twenty-Four (24) Hour Out-Of-Home Care to Approve Activities for a Child or Youth in Foster Care

Children and youth in foster care are entitled to participate in age or developmentally appropriate extracurricular, enrichment, cultural, and social activities as part of their well-being needs.

Providers must use a "reasonable and prudent parent standard" when determining whether to allow a child or youth in foster care, under the responsibility of the county or in non-secure residential settings under the Division of Youth Services (DYS), to participate in such activities following the criteria in both A. and B. below:

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- A. For an activity to be approved consistent with the reasonable and prudent parent standard, the activity must:
1. Maintain the health, safety, and best interests of each child or youth;
 2. Encourage his/her emotional and developmental growth;
 3. Be age or developmentally appropriate; and,
 4. Be otherwise appropriate for the provider to approve.
- B. When applying the reasonable and prudent parent standard and prior to approval of the activity, the provider must take reasonable steps to obtain or determine:
1. Adequate information about the child or youth, including the youth's particular religious, cultural, social, or behavioral attributes and preferences;
 2. Behavioral and/or mental health stability of the child or youth;
 3. The age or developmental appropriateness of the activity; and,
 4. Whether the risk of reasonably foreseeable harm involved in the activity is at an acceptable level.
- C. The responsible county department of human or social services or DYS must receive the same state training in applying the reasonable and prudent parent standard, and must receive ongoing training by their respective certifying or sponsoring agencies or governing body, as needed.
- D. At least one (1) trained staff or administrator in a specialized group facility or Residential Child Care Facility (RCCF) must be designated as authorized to apply the reasonable and prudent parent standard to decisions involving the participation of a child or youth in extracurricular, enrichment, cultural, or social activities.
- E. The rationale used to authorize an activity for a child or youth must be clearly documented in the facility records and provided in a timely manner to the county department of human or social services or DYS using the approved written reporting format.
1. The facility must consult with and obtain a current copy of the policy from the responsible county department of human or social services or DYS regarding activities that are considered appropriate for the facility to approve.

The responsible county department of human or social services or DYS may restrict certain activities based upon the documented exceptional needs and circumstances of a child or youth in foster care, which impact his/her unique safety needs.
 2. The wishes of the parents/legal custodian must be considered, including cultural implications, whenever practical.
 3. The facility may consult with the responsible agency for guidance about individual cases.

- F. Providers must not incur liability to the State Department or to the county department of human or social services because of an extracurricular, enrichment, cultural, or social activity approved by the provider if the provider demonstrates compliance with the reasonable and prudent parent standard. In a child welfare investigation arising out of such an activity approved by the provider, the facility must not be founded for institutional neglect if the provider demonstrates compliance with the reasonable and prudent parent standard.

7.702 RULES REGULATING CHILD CARE CENTERS (LESS THAN 24-HOUR CARE)

All child care centers must comply with the current “General Rules for Child Care Facilities” 7.701; “Rules Regulating Child Care Centers (Less Than 24-Hour Care)” 7.702; “Rules Regulating Special Activities” 7.719; “Rules and Regulations Governing the Sanitation of Child Care Centers in the State of Colorado” 25-1.5-101(1)(h), C.R.S.; and the USDA CACFP Part 266.20(1.5).

7.702.1 DEFINITIONS

- A. Child care centers, less than 24-hour care (referred to as “centers”), provide comprehensive care for children when the parents or guardians are employed or otherwise unavailable to care for the children. Child care centers may operate twenty four (24) hours a day, but the children are cared for at the center fewer than twenty four (24) hours a day.
- B. Child care centers, less than 24-hour programs of care, include the following types of facilities:
1. A “large child care center” provides care for 16 or more children between the ages of 2 1/2 and 18 years.
 2. A “small child care center” provides care for 5 through 15 children between the ages of 2 and 18 years.
 3. An “infant program” provides care for children between the ages of 6 weeks and 18 months.
 4. A “toddler program” provides care for children between the ages of 12 months (when walking independently or with a health care provider’s statement indicating developmental appropriateness of placement in a toddler program) and 36 months.
 5. “Preschool” is a part-day child care program for 5 or more children between the ages of 2 1/2 and 7 years.
 6. “Kindergarten” provides a program for children the year before they enter the first grade.
 7. “Full day program” enrolls children for five (5) or more hours per day.
 8. “Part day program” enrolls children for a maximum of up to five (5) hours per day. Individual children shall not attend more than one (1) five (5) hour session per day.
 9. A “drop-in child care center” provides occasional care for 40 or fewer children between the ages of 12 months and 13 years of age for short periods of time not to exceed six (6) hours in any 24-hour period of time or fifteen (15) hours in any seven (7) day period of time.
 10. “Staff”: all references to staff or staff positions include paid staff and equally qualified volunteers under Section 7.702.44, E.