

Indiana Administrative Code \_Title 470. Division of Family Resources (Refs & Annos)\_Article 3. Child Welfare Services\_Rule 4.7. Child Care Centers; Licensing

470 IAC 3-4.7-85

470 IAC 3-4.7-85 Adult health requirements

Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 85. Within thirty (30) days of employment, newly employed staff, volunteers, substitutes, student aides, and any other personnel having direct contact with the children or providing food service shall have the following:

- (1) Written verification of a physical examination by a physician or nurse practitioner that provides evidence that there is no known communicable disease in an infectious state or physical or mental conditions which could affect their ability to perform assigned duties in the child care center.
- (2) Mantoux tuberculin skin test, with results recorded in millimeters, and repeated annually.
- (3) If the Mantoux test is considered positive, they shall have a negative chest x-ray and or a statement from a physician or nurse practitioner stating that they are free of tuberculosis in an active, infectious state.
- (4) Persons with a history of tuberculosis or a positive Mantoux shall have an annual health assessment, including a symptom screening for tuberculosis documented by a health professional.

470 IAC 3-4.7-86

470 IAC 3-4.7-86 Child health requirements

Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 86. (a) Within thirty (30) days after enrollment or no earlier than twelve (12) months prior to enrollment, each child shall have written verification of a physical examination by a physician or a nurse practitioner.

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(b) The examination shall include the following:

(1) Child's medical history.

(2) Physical examination.

(3) A written statement there is no health condition that would be hazardous either to the child or to other children in the child care center as a result of participation in the program of activities.

(4) A written statement regarding modification of plans of care which require special attention because of medical conditions or allergies.

(c) Written orders for each medication taken at the child care center.

(d) Documentation of complete age-appropriate immunizations, as required by the division with recommendation from ISDH, and updated annually, including:

(1) conjugated pneumococcal vaccine; and

(2) varicella vaccine or written documented history of disease by either the parent or child's health provider.

(e) Health records may be transferred if the physical exam is dated within a year.

(f) Children two (2) years of age and younger shall have an annual health examination.

(g) A provider shall maintain current documentation for each child.

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(h) A parent may request that their child be exempt from immunizations, physical examinations, or medical treatment based on religious beliefs with the following conditions:

(1) The parent shall make a signed, written request for exemption based on religious beliefs.

(2) The center shall keep the request in the child's health record.

(3) Nothing in this provision precludes the child care center from using emergency first aid techniques to treat the exempted child or to exclude a child where control of contagious disease may be necessary.

(i) If a child's physician determines that a child should not have immunizations for medical reasons, the physician shall indicate and update annually these exceptions on the child's health record form.

(j) Only children that meet the health requirements of this rule may attend the child care center.

**470 IAC 3-4.7-87**

**470 IAC 3-4.7-87 Ill child procedures**

Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 87. (a) The center shall not admit children who are ill upon arrival.

(b) If a child becomes ill during the day, caregivers shall immediately isolate the child from other children and notify the parent to arrange for other immediate care of the child.

(c) Caregivers shall directly observe and supervise all children who are ill or injured until they leave the child care center.

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(d) The center may not readmit children who exhibit symptoms of the illness for which they were excluded without the approval of the director or director-designee.

(e) Centers shall have a written policy regarding the exclusion of ill children.

**470 IAC 3-4.7-88**

**470 IAC 3-4.7-88 Medication**

Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 88. (a) Each child care center may have one (1) pain or fever reducing medication, one (1) cough medication, and one (1) antihistamine decongestant on the premises as follows:

(1) The child care center's health consultant shall specify these medications by name in the child care center's written approved health program renewed every two (2) years, and renew written instructions every two (2) years.

(2) Caregivers shall administer the specified medication as directed on the label of the medication or as specified by the consulting physician.

(3) Parent permission forms for administering this medication shall be on file for each child to whom the medication is given.

(b) The giving or application of all other medication and carrying out medical procedures shall be done only on written order or prescription from a physician or other health care professional authorized to write prescriptions, which must be kept with the medication.

(c) All individual nonprescription medicine orders must be renewed annually for children under two (2) years of age and every two (2) years for children two (2) years of age and older.

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(d) Caregivers shall obtain the reason for administration of the medication and written parental permission prior to the administering of medication.

(e) All pharmacy-labeled prescription medication must be renewed annually and kept in currently labeled containers.

(f) The written order or the pharmacy label must show the following:

(1) The name of the child.

(2) The name of the specific medication.

(3) The dosage of medication to be administered.

(4) Why it is to be given (for nonprescription medication).

(5) The frequency/interval to be given.

(6) The physician's name.

(7) The date the prescription was filled or the order was written.

(g) Medication shall be kept in the original container.

(h) When no longer needed, medication shall be returned to the parents or destroyed.

(i) Medication not requiring refrigeration shall be kept locked in a cabinet or container that is in a well-lit area, fifty (50) foot-candles, and shall not be stored in the kitchen or in a bathroom.

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(j) Medication labeled “refrigerate” shall be stored in tightly lidded, washable containers marked “medication” in a refrigerator.

(k) The center shall not store medication beyond the:

(1) expired date on the label;

(2) expired written physician order; and

(3) prescription label older than one (1) year.

(l) With parent’s written approval, centers may use preventive products, such as sunscreens, insect repellents, nonmedicated powder, petroleum jelly, and A & D ointment, without a physician’s order.

**470 IAC 3-4.7-89**

**470 IAC 3-4.7-89 Communicable disease**

Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 89. (a) The center shall make every effort to control the spread of communicable diseases and shall establish written health policies and precautions directed to this end.

(b) Whenever exposure to disease has occurred in the child care center, control measures shall be implemented as follows:

(1) The disinfection of toilet facilities, furnishings, toys, or other articles that may have been used by a person with a communicable disease.

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(2) The disposal of bodily discharge containing infectious material in a manner that would protect handlers from contact with the material.

(c) When any person working, volunteering, or attending the child care center is known to have a communicable disease, they shall be excluded from attendance at the child care center for such time as is prescribed by the person's physician or the local health officer.

(d) The center shall ascertain when the person is well enough to return to work.

(e) The center shall follow the Child Care Communicable Disease Chart, available from the division, for appropriate management of suspected illness.

(f) The center shall provide space to separate from the group, any child having or suspected of having a communicable disease or any illness as follows:

(1) This area shall not be used for any other purpose by the children while being used as isolation quarters.

(2) This area shall be heated and well ventilated.

(3) The area must have at least one (1) cot. The center must provide two (2) cots if the child care center is licensed for one hundred fifty (150) children or more and three (3) cots if the child care center is licensed for two hundred twenty-five (225) children or more.

(4) The cot, and all other furnishings in this area, must be easily sanitized.

(5) Caregivers shall maintain three (3) feet of space between cots.

(6) Children in this area shall at all times be directly supervised by an adult caregiver.

(7) Staff shall sanitize the area and all equipment in the area between uses.

**470 IAC 3-4.7-90**

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**470 IAC 3-4.7-90 Universal precautions supplies**

Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 90. The following universal precautions supplies shall be available to all staff:

(1) Disposable medical gloves.

(2) Plastic bags.

(3) One (1) part chlorine to nine (9) parts water or other EPA-approved tuberculocidal solution for cleaning blood or other potentially infectious materials as defined by OSHA.

(4) Cardiopulmonary resuscitation barrier masks.

(5) Any other items indicated by the child care center's health consultant.

**470 IAC 3-4.7-91**

**470 IAC 3-4.7-91 Emergency equipment and procedures**

Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 91. (a) The center shall post first aid directions for the care of poisoning, seizures, hemorrhaging, artificial respiration, choking, and shock in each room or area occupied by children.



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(b) If first aid directives from the division are not used, the procedures must be approved, in writing, by the center's health consultant and updated every two (2) years.

(c) A first aid manual, equivalent to the Red Cross First Aid Manual, shall be immediately available for staff use.

(d) First aid supplies as specified by the center's health consultant shall be available to all staff and inaccessible to children. The first aid kit, at a minimum, shall consist of the following:

(1) Sheer strip bandages.

(2) Sterile bandages and compresses.

(3) Adhesive tape.

(4) Scissors.

(5) Flashlight.

(6) Thermometer.

(7) Disposable gloves.

(8) Mild soap.

(e) The center shall have an operable telephone on the premises, easily accessible for use in an emergency and for other communications.

(f) The center shall post a list of emergency telephone numbers by all telephones.

**470 IAC 3-4.7-92**

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470 IAC 3-4.7-92 Evacuation procedures

Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 92. (a) The center shall make plans for the protection of children in the event of a disaster.

(b) The center shall post written disaster, evacuation, and shelter procedures for an internal and an external disaster in the following areas:

(1) All areas used by children.

(2) Kitchen.

(3) Offices.

(4) Hallways.

(c) Fire exit routes shall not pass through the following:

(1) Kitchens.

(2) Storerooms.

(3) Bathrooms.

(4) Closets.

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(5) Any area where motor vehicles or gasoline powered equipment are stored.

(6) Spaces used for similar purposes.

(d) Staff shall obtain accurate head counts of children and staff in the event of evacuations or drills at the child care center.

470 IAC 3-4.7-93

470 IAC 3-4.7-93 Child hygiene

Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 93. (a) The center schedule shall include provisions for supervised personal hygiene, washing hands before and after meals, and washing hands after using the toilet facilities.

(b) Caregivers shall change wet or soiled clothing promptly. Each child shall have a supply of clean clothing available for this purpose.

(c) If toothbrushes and toothpaste are used, the following applies:

(1) The center shall store them in an area inaccessible to children.

(2) The center shall not store them in the toilet room.

(3) The center shall store them so that one (1) child's toothbrush does not touch or contaminate another child's.

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(4) The center shall maintain toothbrushes in a clean and sanitary manner.

(5) Caregivers shall dispense toothpaste in a sanitary manner.

(6) If the sink for tooth brushing is in a toilet room, the faucet and sink must be sanitized before being used for tooth brushing.

470 IAC 3-4.7-94

470 IAC 3-4.7-94 Diapering

Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 94. (a) Diaper bags brought from home shall be inaccessible to children.

(b) The center or the parent shall supply diapers. Caregivers shall have diapers available at all times so they can keep each child dry and clean.

(c) The center must store diapers off the floor, protected from contamination, and inaccessible to children.

(d) Disposable diapers furnished by the parent shall be brought to the child care center in original, unopened packages and marked with the individual child's name.

(e) Caregivers shall diaper all children on a changing table, except as follows:

(1) Caregivers may change infants that are unable to pull to a stand in their own crib.

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(2) Caregivers may change children two (2) years of age and older standing up under the following conditions:

(A) Hand washing and child cleansing procedures are followed in the same manner as when a changing table is used.

(B) Neither the clean or dirty diaper changing materials are placed on the floor.

(f) When diapering children three (3) years of age and older, caregivers shall do the following:

(1) Not use the twos', toddlers', or infants' diaper changing table or their room or area to change diapers.

(2) Use a designated, sanitizable table or cot that is not used for any other purpose as follows:

(A) This cot must be stored away from children when not in use.

(B) The cot and table must be sanitized with a solution of one (1) tablespoon bleach to one (1) quart water or EPA-approved solution capable of killing enteric pathogens after each use.

(3) Use same skin care procedure as consulting physician has approved for other diapered children in center or the procedure recommended by the division.

(4) Provide a shielded or private area for the diapering process.

(g) The center with children under three (3) years of age who wear diapers or pull-ups shall provide a changing table in each room/area.

(h) The center shall locate a sink within ten (10) feet of the changing table in the room/area or in a room that opens directly into the room/area.

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(i) The center shall use a changing table as follows:

(1) The table must be sturdy and sanitizable.

(2) The table must not have wicker, lattice, or cloth material parts.

(3) The table must be equipped with sanitizable safety devices designed to prevent a child from falling.

(j) Caregivers shall use the diapering surface exclusively for diaper changing.

(k) Caregivers shall not change diapers on the floor, on equipment shelves, or on any food preparation or eating surface.

(l) Staff shall maintain hand contact with the child to prevent falls while on the changing table.

(m) Caregivers shall speak with the children while changing diapers.

(n) There shall be a soft sanitizable pad on the table with a clean strip of waterproof, disposable paper to cover the entire pad. Caregivers shall place a new, waterproof, paper strip on the pad after each diaper change.

(o) If an infant is changed in their crib, caregivers shall place a clean sanitizable pad down with a clean strip of waterproof, disposable paper to protect the bedding or change the sheet and sanitize the mattress after each changing.

(p) Caregivers shall sanitize the pad and table when they become soiled and at the end of each day.

(q) Caregivers shall use a clean cloth or diaper wipe for each individual washing of a child. Soft, clean, terry wash cloths or diaper wipes shall be immediately accessible.

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(r) Caregivers shall properly cleanse the child's body at each diapering. The submitted health program shall contain skin care procedures approved by the center's health consultant. Caregivers shall post and follow the procedures when diapering children.

(s) If disposable gloves are used, they must be discarded immediately after the dirty diaper is removed and the child is cleansed.

(t) Regardless of whether gloves are used, caregivers shall wash their hands before and after each diaper change.

(u) The child's hands shall be washed after diaper changing with a clean, damp, soapy cloth, then rinsed with a second clean cloth in the same order, or, the child's hands shall be held under warm, running water, soaped, and dried with a disposable towel.

(v) Soiled or wet children's clothing shall be placed in a plastic bag, sealed, and kept inaccessible to children and returned home at the end of each day.

(w) Loose fecal material may be shaken into the toilet; soiled clothing or cloth diapers shall not be rinsed in toilets or sinks.

**470 IAC 3-4.7-95**

**470 IAC 3-4.7-95 Disposable diapers**

Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 95. (a) Caregivers shall place soiled disposable diapers in a plastic bag in a tightly covered sanitary container that is inaccessible to children.

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(b) The bags shall be tied tightly and removed from the child care center, as needed, and at the end of each day.

**470 IAC 3-4.7-96**

**470 IAC 3-4.7-96 Cloth diapers**

Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 96. (a) Staff shall use a deodorizing solution or granules in diaper containers.

(b) Staff shall clean and disinfect diaper containers when emptied.

(c) Caregivers shall handle cloth diapers furnished by the center as follows:

(1) Waterproof diaper covers must be provided.

(2) Caregivers shall use a fresh, clean diaper cover with each diaper change.

(3) Caregivers shall keep the diapers and diaper covers in tightly covered containers between pick-ups.

(4) A commercial laundry service shall launder the diapers and the diaper covers.

(d) Caregivers shall handle cloth diapers furnished by the parents as follows:

(1) The diapers shall be kept separate from diapers used for other children.

(2) Waterproof diaper covers must be provided.

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(3) Caregivers shall use a fresh, clean diaper cover with each diaper change.

(4) Caregivers shall place the soiled diapers in a plastic bag, store them through the day in a tightly covered container, and return the diapers to the parent daily.

(5) Caregivers shall keep the diaper covers in tightly covered containers or plastic bags and return them to the parent daily.

(e) The center shall provide washable, plastic lined, tightly covered containers for soiled cloth diapers and linens.

(f) Containers shall be conveniently located for caregivers, but inaccessible to children.

**470 IAC 3-4.7-97**

**470 IAC 3-4.7-97 Toilet training**

Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 97. (a) Caregivers shall do all toilet training with the parent's knowledge and consent.

(b) Caregivers shall make a reasonable effort to be consistent with the parent's toilet training methods and communicate regularly on the progress and child's successes.

(c) When children reach an age where they feel confident and unafraid to sit on a training seat, caregivers shall invite them to use the toilet, help them as needed, and positively reinforce their behavior regardless of the outcome.

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- (d) Caregivers shall never force a child to remain on the toilet.
  
- (e) Caregivers shall never discipline, scold, shame, or humiliate a child for failure to conform or for wet or soiled clothing.
  
- (f) Caregivers shall assure that a supply of clean clothing is available to keep children dry, clean, and fully clothed during the training process.
  
- (g) The center shall provide a toilet with a training seat or a child-sized toilet.
  
- (h) Potty chairs may not be used.
  
- (i) Children and staff shall wash their hands with soap and warm running water and dry them with a disposable towel after each toileting usage.

470 IAC 3-4.7-98

Green &  
Burgundy

470 IAC 3-4.7-98 Staff hygiene

Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 98. (a) Persons who handle and serve food shall thoroughly wash their hands with soap and warm running water and use disposable towels from a dispenser for drying or an electric hand dryer.

(b) Hand sanitizers shall not be used in place of hand washings.

(c) Hand washing shall be done before starting work, washed as often as necessary to keep them clean, and after

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smoking, eating, drinking, or using the toilet.

(d) Staff who prepare food shall not change diapers.

(e) Caregivers shall wash their hands before and after each child care duty including individual feeding, bathing, wiping noses, diapering, and assisting children using the toilet.

(f) Kitchen staff must wear clean, washable garments (aprons or smocks) while in the kitchen and serving food.

(g) Kitchen staff must have effective hair restraint that keeps hair back and covered.

470 IAC 3-4.7-99

470 IAC 3-4.7-99 Building maintenance

Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 99. (a) The administrator or director is responsible for keeping the building, premises, and equipment in safe repair and structurally sound.

(b) Caregivers shall not care for children in areas that are being remodeled, repaired, or painted.

(c) The administrator or director is responsible for maintaining all interior and exterior surfaces, including walls, floors, ceilings, equipment, toys, furnishings, and cribs, in a safe condition, free of sharp points or jagged edges, splinters, protruding nails or wires, loose parts, rusty parts, or materials containing poisonous substances.

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(d) The interior finish, including walls and ceilings, of the child care center shall comply with the rules of the FPBSC under 675 IAC.

(e) Walls shall be of washable materials.

(f) Floors and steps shall be smooth and of washable, nonslippery material.

(g) The center must firmly secure and keep all carpeting clean.

(h) The center shall not use small rugs for floor covering.

(i) Staff shall take the following steps to maintain the child care center:

(1) Clean the child care center daily.

(2) Keep the child care center in a sanitary condition at all times.

(3) Sanitize toys, furniture, and other equipment used by children, weekly and when they become soiled or contaminated.

(4) Wash all soiled items prior to sanitization.

(j) Staff shall not do major cleaning, except for spills after meals and art projects, while children are present in the area being cleaned.

(k) Staff shall keep exit areas clear of equipment, debris, and other objects at all times.

**470 IAC 3-4.7-100**

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470 IAC 3-4.7-100 Poisons, chemicals, and hazardous items

Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 100. (a) Poisons, chemicals, and any item that states “fatal if swallowed” must be in locked storage and not accessible to children.

(b) Chemicals for lawn care and insect and rodent control shall not be applied when children are present in the child care center.

(c) Peeling paint, on any interior or exterior surface or on any equipment, that contains lead in excess of current ISDH standards shall be made inaccessible to children until laboratory analysis is made on the peeling material.

(d) The division shall approve all lead abatement procedures prior to the start of work.

(e) The center must store cleaning equipment, cleaning agents, aerosol cans, and any other item that states “keep out of the reach of children” in a place that is inaccessible to children.

(f) The center must store hazardous articles, sharp scissors, knives, latches, lighters, flammable liquids, power tools, cleaning supplies, and any other items that might be harmful to children in a place inaccessible to children.

(g) Any thermal hazards above one hundred twenty (120) degrees Fahrenheit, such as radiators, hot water pipes, steam pipes, and heaters, in the space occupied by children shall be out of reach of children or be separated from the space by partitions, screens, or other means, which are firmly attached and cannot be overturned.

(h) The center shall make inaccessible to children environmental hazards that present a risk for entrapment or burial, such as, but not limited to, the following:

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(1) Pits.

(2) Abandoned wells.

(3) Abandoned appliances.

**470 IAC 3-4.7-101**

**470 IAC 3-4.7-101 Electrical safety**

Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 101. (a) Centers shall not use extension cords, except for approved, grounded, and surge protection strips. Such protection strips shall be plugged directly into an approved outlet.

(b) The center shall cover electrical outlets or otherwise make them shockproof in all areas accessible by children.

(c) Electric fans, if used, shall be securely mounted high on the wall or ceiling or shall be guarded to limit the size of the opening in the blade guard with properly installed sixteen (16) gauge mesh screen. The Underwriters Laboratory must approve all fans.

(d) No electrical device or apparatus accessible to children shall be located so that it could be plugged into an electrical outlet while in contact with a water source, including, but not limited to, a sink, tub, shower, or swimming pool.

**470 IAC 3-4.7-102**

**470 IAC 3-4.7-102 Combustible materials**

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Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 102. (a) Staff shall keep the center free from fire hazards.

(b) The center shall not permit trash that contains combustible materials, such as paper, rags, or cardboard, to accumulate on the premises.

(c) Staff shall keep hoods above stoves and other equipment free of dust and grease.

(d) Kitchen hoods shall be installed where required under the rules of the FPBSC under 675 IAC. The center shall have all kitchen hoods serviced and maintained according to the rules of the FPBSC under 675 IAC and have available records to document compliance.

(e) Staff shall keep storage areas clean and free from clutter.

(f) All storage shall be at least twenty-four (24) inches from the ceiling.

(g) The center shall store flammable liquids as follows:

(1) Only in quantities and in rooms specifically permitted by the rules of the FPBSC under 675 IAC.

(2) In a room that is inaccessible to children.

(3) In tightly sealed containers when not in use.

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(h) The center shall not use flammable decorative materials unless the materials are inherently flame retardant or made flame retardant, except as follows:

(1) The center may display educational materials in a manner so as not to create a fire hazard.

(2) The center may have live, uncut, and nonpoisonous plants and trees.

(3) The center may display flammable wall decorations as long as the decorations do not exceed five perc**470 IAC 3-4.7-103**

**470 IAC 3-4.7-103 Emergency drills**

Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 103. (a) Staff shall conduct fire drills in accordance with the rules of the FPBSC under 675 IAC. Drills shall be conducted monthly and the records available to document compliance.

(b) Staff shall conduct evacuation drills for natural disasters in areas where they occur as follows:

(1) Tornadoes, on a monthly basis.

(2) Floods, every six (6) months.

(3) Earthquake, every six (6) months.

**470 IAC 3-4.7-104**

**470 IAC 3-4.7-104 Furnace room**



**Indiana Administrative Code \_Title 470. Division of Family Resources (Refs & Annos)\_Article 3. Child Welfare Services\_Rule 4.7. Child Care Centers; Licensing**

Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 104. The center shall construct the furnace room or room containing any central heating equipment in accordance with the rules of the FPBSC under 675 IAC.

**470 IAC 3-4.7-105**

**470 IAC 3-4.7-105 Prohibited heat sources**

Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 105. The center shall not use the following heat sources:

- (1) Open grate gas heaters.
- (2) Open fireplaces.
- (3) Space heaters.
- (4) Portable unventilated oil burning heaters.
- (5) Portable electric heaters.

**470 IAC 3-4.7-106**

**470 IAC 3-4.7-106 Heat, light, ventilation, and air conditioning**

Authority: IC 12-13-5-3

Current with amendments received through the Indiana Weekly Collection, dated June 11, 2014.

Indiana Administrative Code \_Title 470. Division of Family Resources (Refs & Annos)\_Article 3. Child Welfare Services\_Rule 4.7. Child Care Centers; Licensing

Affected: IC 12-17.2-4

Sec. 106. (a) Installation, testing, and maintenance of heating, ventilation, air conditioning, fire alarm, and sprinkler systems shall comply with the rules of the FPBSC under 675 IAC.

(b) When natural light is insufficient, it shall be supplemented by artificial light so that the following minimum levels of illumination are maintained:

(1) All food service areas shall have a minimum of seventy (70) foot-candles.

(2) All food storage areas, including refrigerators, shall have a minimum of twenty (20) foot-candles.

(3) Desks, table top work areas, reading areas, locked medication storage areas, and art rooms shall have a minimum of fifty (50) foot-candles.

(4) Gymnasiums, large muscle equipment areas, bathrooms, locker rooms, and diaper changing areas shall have a minimum of thirty (30) foot-candles.

(5) Hallways, corridors, stairwells, storage rooms, and food storage areas shall have a minimum of twenty (20) foot-candles.

(6) Rest and nap areas shall have a minimum of five (5) foot-candles in all areas.

(c) All light intensity measurements shall be at the level of work. If no work is done in a room or hallway, the measurement shall be at a height of thirty (30) inches above the floor.

(d) The child care center shall be ventilated.

(e) The center shall maintain a temperature of not less than sixty-eight (68) degrees Fahrenheit.

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(f) All child care centers initially licensed after the effective date of this rule shall maintain a temperature not more than seventy-eight (78) degrees Fahrenheit.

(g) All outside doors and windows shall be screened with sixteen (16) gauge mesh screen when open.

(h) The center shall keep all screens in good repair and all unscreened windows and doors closed.

(i) The center shall make heating units, including water pipes and baseboard heaters, hotter than one hundred ten (110) degrees Fahrenheit inaccessible to children by barriers such as guards or other devices.

**470 IAC 3-4.7-107**

**470 IAC 3-4.7-107 Hallways, stairways, and exits**

Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 107. (a) The center shall keep all hallways, stairways, corridors, aisles, and exits lighted and free from obstructions at all times.

(b) All exterior and interior stairways shall comply with the rules of FPBSC under 675 IAC.

(c) Exit signs shall be installed and maintained in accordance with the rules of the FPBSC under 675 IAC.

(d) The center shall provide emergency lighting in all interior hallways, stairways, and corridors.

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(e) All portions of the means of egress shall comply with the rules of the FPBSC under 675 IAC.

**470 IAC 3-4.7-108**

**470 IAC 3-4.7-108 Doors**

Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 108. (a) Exit doors shall comply with the rules of FPBSC under 675 IAC.

(b) Exit doors shall be openable from the inside without the use of a key or any special knowledge or effort. Exit doors shall not be locked, chained, bolted, barred, latched, or otherwise rendered unusable.

(c) The center shall make all interior room and closet doors such that children can open the doors from the inside with a simple twisting motion or the equivalent.

(d) The center shall not provide locking or latching devices on child bathroom doors.

(e) All interior locked doors shall be designed to permit opening by the staff. The key or other opening device shall be readily accessible to staff.

(f) Automatic door closures must be adjusted properly.

**470 IAC 3-4.7-109**

**470 IAC 3-4.7-109 Garbage and refuse**

Authority: IC 12-13-5-3

Current with amendments received through the Indiana Weekly Collection, dated June 11, 2014.

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Affected: IC 12-17.2-4

Sec. 109. (a) The center shall keep all interior garbage, dirty diapering supplies, food products, and disposable meal service supplies in tight seamed, easily cleanable trash containers and cover them with tight fitting lids pending removal.

(b) Staff shall remove all garbage and refuse within the child care center daily to an outside tightly covered trash receptacle that will not permit the transmission of disease or provide harborage for insects, rodents, or other pests.

(c) Staff shall clean trash containers when soiled.

470 IAC 3-4.7-110

470 IAC 3-4.7-110 Indoor space

Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 110. (a) Each child care room/area shall have a minimum of thirty-five (35) square feet of usable indoor play space per child at all times.

(b) Usable indoor play space is exclusive of the kitchen, toilet rooms, isolation areas, office, staff rooms, hallways, stairways, storage areas, lockers, cubbies, the teacher's desk, laundry areas, the furnace room, and floor space occupied by permanent built-in cabinets.

(c) Separate play rooms or separated areas in play rooms shall be provided for the various types of activities required by the child care program and for the separation of children according to age and class size.

470 IAC 3-4.7-111

470 IAC 3-4.7-111 Indoor furnishings

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Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 111. (a) Furnishings and equipment shall be durable, safe, and scaled to the size of the children.

(b) The center shall provide tables and chairs in each child care area as follows:

(1) Child-sized chairs made so that when a child sits in a chair their feet touch the ground and their back touches the chair back.

(2) A minimum of one (1) chair and table space per child regularly cared for in the room/area.

(3) Child-sized tables made so that when a child sits in a child-sized chair their elbows rest on the table top.

(c) Staff shall not stack tables or chairs in the class room/area while children are awake.

(d) The center shall provide space for each child's personal belongings to keep them separate from other children's belongings.

(e) The center shall construct, locate, install, and design coat hooks in a manner that does not pose a hazard to children.

**470 IAC 3-4.7-112**

**470 IAC 3-4.7-112 Holiday decorations**

Authority: IC 12-13-5-3

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Affected: IC 12-17.2-4

Sec. 112. All child care centers shall comply with the rules of the FPBSC under 675 IAC regarding holiday decorations and Christmas trees.

470 IAC 3-4.7-113

470 IAC 3-4.7-113 Bathrooms

Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 113. (a) The child care center shall provide a minimum of one (1) sink and one (1) flush toilet per fifteen (15) children two (2) years of age and older. Infant and toddler restrooms count only for their rooms.

(b) When the licensing capacity exceeds sixty (60) children, the center may substitute one (1) urinal for a toilet in the school age area only.

(c) School age children of the opposite sex shall not use the same restroom.

(d) Partitions shall separate toilets for school age children if there is more than one (1) toilet in a room.

(e) Stalls used by school age children shall have doors.

(f) If fifteen (15) or fewer school age children are present, only one (1) toilet and sink is required for their use.

(g) The center shall locate the toilet for children two (2) years of age no more than ten (10) feet from their

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room/area.

(h) Toilet paper on a dispenser shall be available and within reach of the children by each toilet.

(i) Mild soap shall be available, dispensed in a sanitary manner, and within reach of the children at each sink.

(j) Disposable towels in a dispenser or electrical hand dryers that operate at a maximum temperature of one hundred twenty (120) degrees Fahrenheit shall be within reach of the children by the sinks. If the center uses electrical hand dryers, they must provide one (1) for each sink.

(k) Toilet facilities for staff shall be furnished, separate from those facilities used for children. Staff shall not use children's toilets.

(l) The center must seal all hand washing sinks to the wall.

(m) The center must seal all walls and floors in restrooms.

(n) All items in the restroom must be sanitizable.

(o) If toilets and sinks are not child-sized, the center must provide safe, sanitizable steps or platforms for each toilet and sink.

(p) The center shall control toilet and bathroom odors by ventilation and sanitation. If a screened window is not present, there shall be mechanical exhaust vents. Existing centers shall have ventilation added if sanitation measures fail to control odors.

470 IAC 3-4.7-114

**470 IAC 3-4.7-114 Water supply and plumbing**



Indiana Administrative Code \_Title 470. Division of Family Resources (Refs & Annos)\_Article 3. Child Welfare Services\_Rule 4.7. Child Care Centers; Licensing

Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 114. (a) The center shall maintain a safe and sanitary water supply.

(b) If the center uses a private water supply or well instead of a public water supply, the center shall supply written records of current test results indicating that the water supply is safe for drinking. The water system must meet the water quality and construction standards of the IDEM.

(c) The center shall provide hot and cold running water at all hand washing sinks.

(d) The center shall use an antiscald valve approved by ISDH to maintain water temperature between one hundred (100) degrees Fahrenheit and one hundred twenty (120) degrees Fahrenheit on all hot water supplied to sinks, bathing, and washing facilities used by children.

(e) If water faucets have hoses connected to them that are not in use, such faucets must have vacuum breakers (back-flow preventives).

(f) All plumbing fixtures shall discharge into a public sanitary sewer whenever available within a reasonable distance or if soil conditions prohibit the construction of an approved on-site system.

(g) All sewage disposal and any sewage treatment system shall meet the requirements of ISDH.

(h) All plumbing fixtures shall be in good repair.

(i) All plumbing equipment shall meet the requirements of the FPBSC under 675 IAC, ISDH, and IDEM.

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470 IAC 3-4.7-115

**470 IAC 3-4.7-115 Drinking water**

Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 115. (a) Drinking water shall be freely available to all children during all hours.

(b) Drinking fountains or disposable cups for individual use shall be provided and dispensed in a sanitary manner.

(c) Drinking fountains shall have a guarded angled stream with water pressure regulated so that the stream rises at least two (2) inches above the guard but does not splash on the floor.

(d) Drinking water shall not be obtained from a toilet room sink.

(e) Children shall not go into the kitchen to obtain drinking water.

470 IAC 3-4.7-116

**470 IAC 3-4.7-116 Kitchen and food preparation areas**

Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 116. (a) The center shall operate the kitchen, all food preparation areas, and all food service areas in compliance with 410 IAC 7-20, a copy of which shall be in the kitchen at all times for reference.

\* Typo in the document - should read "410 IAC 7-24" NOT "410 IAC 7-20"

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(b) The kitchen must have at least three (3) floor-to-ceiling walls. The fourth serving wall and all doors must be a minimum of three (3) feet in height.

(c) Walls and ceilings must meet the requirements of 410 IAC 7-20 and FPBSC under 675 IAC.

(d) The kitchen and other food preparation areas shall be separate from areas used for any other purpose.

(e) The center shall locate the kitchen in a way to prevent usage as a throughway. No one shall use the kitchen as a throughway to other rooms or areas during food preparation and dish washing.

(f) The kitchen shall not be used:

(1) for children's activities or naps;

(2) as a dining or recreational area for adults; or

(3) as an office.

(g) The center shall not allow unauthorized persons in the kitchen.

(h) Counter surfaces shall be smooth, free from breaks or chips, and sealed to the wall.

(i) All food preparation surfaces and eating surfaces shall be sanitized:

(1) before and after use; and

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(2) when there is a potential for cross contamination.

(j) Floors shall be of smooth, nonabsorbent materials and free of cracks that would prevent cleaning. The center shall not carpet the kitchen or food preparation areas.

(k) All equipment must be easily movable, elevated, or sealed to the floor and the wall so that cleaning under and around equipment will be possible.

(l) Whenever washing and sanitizing are conducted mechanically, the center shall provide spray type dish washing machines that meet the specifications of 410 IAC 7-20.

(m) When manually washing and sanitizing dishes and utensils, the center must use a three (3) compartment sink with either drain boards or movable dish tables.

(n) Staff must store dishes, pots, pans, and utensils in a manner that protects them from contamination.

(o) If disposable utensils and supplies are used, they shall be stored in closed containers away from any cleaning compounds and toxic or hazardous materials.

(p) The center shall properly install a hand washing sink in the kitchen. The center shall supply soap and disposable towels from a dispenser or an electric hand dryer by the sink.

(q) The center shall locate the hand washing sink at least twenty-four (24) inches away from the area used for dish sanitizing or air drying, or install a protective barrier, at least twenty-four (24) inches in height, between the sanitizing area and the hand washing sink.

(r) Work and cleaning schedules shall be written, posted, and followed for all the food storage and preparation and service areas.

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(s) The center shall place an accurate, easily readable thermometer in each compartment of the refrigerator and freezer in position for daily monitoring.

(t) The center must provide a stove if they prepare meals. If the stove is of the commercial type, it must comply with the rules of the FPBSC.

470 IAC 3-4.7-117

470 IAC 3-4.7-117 Manual dish washing

Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 117. (a) Staff shall thoroughly wash multi-use utensils and equipment in a detergent solution in the first compartment of the sink.

(b) Staff shall rinse the equipment free of detergent solutions in clean water by immersing in the second compartment of the sink.

(c) All eating and drinking utensils and the food contact surfaces of all other equipment and utensils are sanitized in the third compartment as specified in 410 IAC 7-20.

(d) The center shall post instructions for proper manual dish washing in the kitchen if dishes are washed and sanitized manually.

(e) Dishes and utensils shall always be air-dried.

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(f) The center may use sturdy, single-use, disposable utensils and dishes as an alternative to dish washing. If the center uses any cooking or serving utensils or dishes that are not disposable, they must have and use approved dish washing facilities.

470 IAC 3-4.7-118

470 IAC 3-4.7-118 Pest prevention

Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 118. (a) The center shall take adequate measures to prevent entry of insects and rodents. These measures shall include the following:

(1) Installing sixteen (16) mesh screen on outside openings.

(2) Sealing cracks and holes.

(3) Sealing around pipes, plumbing, and ducts.

(b) The center shall employ an exterminator if other measures fail to rid the child care center of pests.

(c) Proper cleaning shall be provided to minimize attraction of insects to food sources.

(d) Children shall not be present during pest extermination procedures.

470 IAC 3-4.7-119

470 IAC 3-4.7-119 Office and staff areas

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Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 119. (a) The center shall provide office space separated from the areas used by the children.

(b) Office space and equipment shall be adequate for the administrative and staff needs of the child care center.

(c) Telephone service must be provided on site.

(d) An area separated from the office space and areas used by the children shall be provided for the use of the staff. This area must be a room in child care centers licensed after the effective date of this rule.

**470 IAC 3-4.7-120**

**470 IAC 3-4.7-120 Infant/toddler requirements**

Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 120. (a) The child care center shall meet all the requirements of this rule and be specifically licensed for infant or toddler care prior to providing care for any infant or toddler.

(b) The specific rules for infants and toddlers shall prevail if there is a difference between this rule and the rules for all ages of children.

**470 IAC 3-4.7-121**

**470 IAC 3-4.7-121 Infant/toddler room personnel**

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Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 121. (a) Caregivers shall have had training specifically related to infant/toddler development.

(b) Caregivers shall have means available to communicate with other staff and summon assistance without leaving children unattended.

(c) The director shall assign a primary caregiver for each infant and toddler.

(d) All caregivers shall interact with and address the needs of all children in their room.

(e) Staff person in charge of an infant/toddler group shall be at least twenty-one (21) years of age. If all the children in the group are at least twenty-four (24) months of age, the staff person in charge shall be at least eighteen (18) years of age.

470 IAC 3-4.7-122

470 IAC 3-4.7-122 Infant/toddler charts and records

Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 122. (a) The center shall devise and place a daily record chart in each infant and toddler room. This chart shall provide space to record information about each child as follows:



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(1) Food and fluid offered and taken.

(2) Time of diaper changes.

(3) Unusual mood of the child.

(4) Unusual health conditions, such as:

(A) nose bleeds;

(B) skin rash;

(C) elevated temperature;

(D) signs of constipation or diarrhea;

(E) injuries; and

(F) special health needs.

(b) The center shall keep charts on file for at least one (1) month.

470 IAC 3-4.7-123

470 IAC 3-4.7-123 Infant physical care

Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

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Sec. 123. Caregivers shall:

- (1) greet the infant and their parent as they arrive and help the child separate from the parent;
- (2) engage in many one-to-one, face-to-face interactions with infants;
- (3) talk in a pleasant, soothing voice, using simple language and frequent eye contact;
- (4) provide regular hugs and affection;
- (5) talk with, sing, and read to infants;
- (6) hold and carry infants frequently and talk to the infants before, during, and after moving the infant around;
- (7) drape a diaper, towel, or pad across their shoulder when holding an infant using a different cloth for each infant;
- (8) respond quickly to infants' cries or calls of distress; and
- (9) respond to infants' needs for food and comfort.

470 IAC 3-4.7-124

470 IAC 3-4.7-124 Toddler physical care

Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 124. Caregivers shall:

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- (1) greet the toddler and their parent as they arrive;
- (2) help the child separate from the parent and become a part of a small group or the activities in process;
- (3) provide regular hugs and affection;
- (4) engage in many one-to-one, face-to-face conversations with toddlers;
- (5) let toddlers initiate language, even from children whose language is limited;
- (6) name objects, describe events, and reflect feelings to help children learn new words;
- (7) respond quickly to toddlers' cries or calls for help;
- (8) respect the toddler's desire to carry favored objects around with them, to move objects like household items from one (1) place to another, and to roam around, or sit and parallel play with toys and objects; and
- (9) help children to feel increasingly competent and in control of themselves.

470 IAC 3-4.7-125

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& Blue

470 IAC 3-4.7-125 Infant/toddler program; general

Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 125. Caregivers shall:

- (1) provide a daily program that is designed to meet the developmental needs of infants and toddlers;

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(2) write and engage in a developmentally appropriate individual activity with each child daily;

(3) respect the individual child's schedule with regard to eating, sleeping, and diapering;

(4) dress children for the weather and type of play;

(5) set flexible time schedules dictated more by children's needs than by adults;

(6) provide many opportunities for active, large muscle play, both indoors and outdoors;

(7) provide toys that are reachable by the children without assistance from the caregiver; and

(8) provide a variety of music.

470 IAC 3-4.7-126

470 IAC 3-4.7-126 Infant program

Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 126. Caregivers shall:

(1) arrange space so children:

(A) can enjoy moments of quiet play by themselves;

(B) have space to roll over; and

(C) can crawl toward interesting objects;

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(2) provide safe areas for infants to freely explore their environment;

(3) change the child's focus of play periodically during the day from the floor to give infants different perspectives on people and places; and

(4) not place awake children in cribs, except for a short period of time when going to sleep or awakening.

470 IAC 3-4.7-127

470 IAC 3-4.7-127 Toddler program

Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 127. Caregivers shall:

- (1) speak to children in complete sentences, avoiding long explanations and not using baby talk;
- (2) play pretend and singing games with the children;
- (3) make toys available on low, open shelves so children can choose their own selections;
- (4) permit children to carry toys and move about in the environment as they choose;
- (5) frequently read to toddlers, individually or in groups of two (2) or three (3);
- (6) sing and do finger plays with toddlers;

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- (7) act out simple stories with children participating actively;
- (8) provide a variety of art media, such as large crayons, watercolor markers, and large paper, to toddlers;
- (9) permit toddlers to explore and manipulate art materials;
- (10) permit toddlers to produce their own art products; and
- (11) frequently offer alternatives and redirection to avoid saying “no”.

470 IAC 3-4.7-128

**470 IAC 3-4.7-128 Infant/toddler room furnishings; general**

Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 128. (a) Caregivers shall decorate the room at the children’s eye level.

(b) Storage space for supplies and personal belongings of each child shall be in each room.

(c) Staff shall not store furnishings or equipment in cribs.

(d) Furniture that could be pulled over by a child shall not be accessible to the children.

**(e) Indoor climbing structures and steps that are safe for exploration shall be provided in each room.**

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(f) All electrical cords shall be inaccessible to children.

**470 IAC 3-4.7-129**

**470 IAC 3-4.7-129 Infant room furnishings**

Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 129. (a) The center shall equip each infant room with the following furnishings:

- (1) A crib and individual bed clothes for each infant.
  - (2) A sanitizable rocking chair/glider for each care worker with no more than two (2) rocking chairs/gliders required per room.
  - (3) A sanitizable changing table unless caregivers change all infants in their individual cribs.
  - (4) Shatterproof mirrors placed where infants can observe themselves.
  - (5) Stable, low, and open shelves.
- (b) Mesh cribs, mesh play pens, cradles, bean bag chairs, and bassinets of any type are prohibited.

**470 IAC 3-4.7-130**

**470 IAC 3-4.7-130 Toddler room furnishings**

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Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 130. (a) The center shall equip each toddler room with the following furnishings:

(1) Stable, low, and open shelves.

(2) Child-sized tables and chairs.

(3) At least one (1) sanitizable rocking chair/glider. This is not required if all the children in the room are at least twenty-four (24) months of age.

(4) A sanitizable changing table.

(5) Cots.

(b) Caregivers may substitute cribs for cots, but may not count crib space in square footage.

470 IAC 3-4.7-131

Purple,

Blue &

Pale Yellow

470 IAC 3-4.7-131 Infant/toddler equipment; general

Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 131. (a) The center shall provide indoor and outdoor play materials and equipment for caregivers to use with infants and toddlers to stimulate learning, growth, health, and development.



Indiana Administrative Code \_Title 470. Division of Family Resources (Refs & Annos)\_Article 3. Child Welfare Services\_Rule 4.7. Child Care Centers; Licensing

(b) Equipment and play materials shall be durable and free from characteristics that may be hazardous or injurious to infants and toddlers. Hazardous or injurious characteristics include, but are not limited to:

(1) sharp edges;

(2) rough edges;

(3) toxic paint; and

(4) objects small enough for children to swallow.

(c) Diaper bags and car seats from home shall not be allowed in the infant and toddler rooms.

(d) All articles that are used by infants or toddlers shall be sanitizable and sanitized daily and whenever soiled.

(e) All articles an infant chews on shall be sanitized after each child's use.

(f) Caregivers shall not attach pacifiers, if used, near or around the child's neck.

(g) Caregivers shall sanitize pacifiers when contaminated.

(h) The indoor and outdoor environment shall include ramps and steps that are the correct size for children to practice newly acquired skills.

(i) The infant and toddler outdoor play space must be separate from that of older children.

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(j) Infants and toddlers shall have indoor/outdoor small climbing equipment that they can go in and out of, over, and around.

470 IAC 3-4.7-132

Blue &  
Gray

470 IAC 3-4.7-132 Infant equipment

Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 132. (a) Each room shall have, as a minimum, the following:

(1) Books for caregivers to read and sturdy picture books for children.

(2) Fine motor or manipulative toys.

(3) Gross motor or large muscle equipment.

(4) Sensory items.

(5) A source for playing recorded music.

(b) Caregivers shall provide duplicate toys.

(c) Equipment shall be routinely rotated in and out of the environment.

(d) Television is prohibited in infant areas.

470 IAC 3-4.7-133

Indiana Administrative Code \_Title 470. Division of Family Resources (Refs & Annos)\_Article 3. Child Welfare Services\_Rule 4.7. Child Care Centers; Licensing

Blue &  
Gray

**470 IAC 3-4.7-133 Toddler equipment**

Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 133. (a) Caregivers shall:

- (1) provide duplicate toys;
- (2) provide an art easel with paint and paper in each toddler room;
- (3) have a shatterproof, full body mirror in each toddler room;
- (4) have riding toys available and regularly used in the room; and
- (5) routinely rotate equipment in and out of the environment.

**(b) Each room shall have, at a minimum, the following:**

- (1) Dramatic play equipment.
- (2) A sand/water/sensory table or container with equipment for measuring and pouring.

**(3) Gross motor or large muscle equipment.**

- (4) Art materials.

Indiana Administrative Code \_Title 470. Division of Family Resources (Refs & Annos)\_Article 3. Child Welfare Services\_Rule 4.7. Child Care Centers; Licensing

(5) Blocks and accessories.

(6) A book corner with comfortable seating, cardboard books, and cloth books.

(7) Musical instruments.

(c) Television is prohibited in toddler areas.

470 IAC 3-4.7-134

470 IAC 3-4.7-134 Infant feeding

Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 134. (a) The center shall provide food that meets the dietary needs of each infant as based on the National Research Council-Recommended Daily Dietary Allowance (NRC-RDA).

(b) Prior to admission, the child's parent shall establish a feeding plan, based on the recommendation of the child's physician, for each infant.

(c) The feeding plan for each infant shall include and list the following:

(1) The specified kind and amount of food or formula to be offered.

(2) The scheduled hours that food or formula are to be offered.

(d) The parent shall update the feeding plan as the child's food intake changes.

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(e) Any changes or restrictions from the recommended feeding plan for children for more than forty-eight (48) hours must have a physician's written order.

(f) The center shall post a copy of the child's feeding plan for use by food preparation personnel and the person responsible for feeding the child.

(g) Caregivers shall adjust to infant's individual feeding schedules.

(h) Caregivers shall feed infants in their own rooms.

(i) Caregivers shall wash their hands before each feeding of individual children.

(j) Caregivers shall hold infants while feeding them bottles.

(k) Caregivers shall provide a clean sanitized training cup for each child who is old enough and ready to drink from it.

470 IAC 3-4.7-135

Green  
& Pink

470 IAC 3-4.7-135 Infant food preparation and storage

Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 135 (a) The parent or the center may provide formula.

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(b) All canned formula must be unopened, commercially prepared, and ready-to-feed strength.

(c) The center shall not use outdated formula.

Green  
& Pink

(d) There shall be a heating unit for warming bottles and food, accessible only to staff, located in the infant room. Staff shall not heat formula or breast milk in a microwave oven.

(e) Caregivers shall thoroughly stir food heated in a microwave after heating and before feeding to children.

(f) A refrigerator shall be located in the infant food preparation room.

(g) If a day's supply of bottles is prepared at one (1) time, each bottle shall be covered and labeled with the child's name, date, and time poured.

(h) Staff shall refrigerate prepared bottles and use them within twenty-four (24) hours.

(i) Staff shall cover and refrigerate portions of formula that remain in open original containers that are labeled with date and time opened and shall discard this formula after forty-eight (48) hours if unused.

(j) Staff shall discard any formula remaining in a bottle after a feeding.

(k) Parents may supply filled bottles as follows:

(1) The bottles shall be sterilized.

(2) The nipple must be covered.

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(3) The bottle shall be labeled with the child's name and date prepared.

(4) The bottles must be brought to the child care center in a clean, insulated container that keeps the formula at forty-one (41) degrees Fahrenheit or below.

(5) Staff shall return all unused bottles daily.

(6) The parent shall provide one (1) unopened can of ready to feed formula.

470 IAC 3-4.7-136

470 IAC 3-4.7-136 Breast milk

Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 136. (a) Prior to serving breast milk to an infant, the center shall have on file a written parent agreement as follows:

(1) The parent shall agree to provide breast milk in sterilized bottles or sterile nurser bags.

(2) The parent shall agree to store the milk in a single serving size.

(3) The parent shall assume responsibility for maintaining the milk at forty-one (41) degrees Fahrenheit or below during home storage and transport to the child care center.

(b) The center or the mother must supply sterilized bottles or disposable nurser bags.

(c) The mother shall store her milk in a bottle or bag and refrigerate the milk.

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(d) The milk must be labeled with the child's name and the date and time collected.

(e) The bottles must be brought to the child care center in a clean, insulated container that keeps the milk at forty-one (41) degrees Fahrenheit or below.

(f) The center shall use fresh, refrigerated breast milk within forty-eight (48) hours of the time expressed.

(g) Staff shall not thaw or warm breast milk in a microwave oven.

(h) Staff shall discard any breast milk remaining in a bottle after a feeding.

(i) Centers shall support mothers who are breast feeding.

470 IAC 3-4.7-137

470 IAC 3-4.7-137 Infant milk

Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 137. (a) At feeding time, milk shall be poured from the original container directly into the sterilized bottle or sanitized training cup.

(b) All unused portions of an individual feeding shall be discarded.



(c) The center shall store milk at forty-one (41) degrees Fahrenheit or below.

470 IAC 3-4.7-138

470 IAC 3-4.7-138 Bottle sterilizing procedures

Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 138. (a) If bottles are to be washed and sterilized in the infant room, the center must provide a two (2) compartment sink for this purpose only.

(b) The center shall post procedures for bottle sterilization where the sterilization takes place.

(c) Staff shall sterilize permanent ware bottles, nipples, collars, caps, expanders, and tongs as follows:

(1) Prewash all items in hot detergent water.

(2) Scrub bottles and nipples inside and out with bottle and nipple brush.

(3) Squeeze water through the nipple hole during washing.

(4) Rinse items well with clean, hot water.

(5) Boil in clear water as follows:

(A) Bottles for five (5) minutes.

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(B) Nipples, caps, collars, and tongs for three (3) minutes.

(d) A commercial bottle sterilizer used according to manufacturer instructions may be substituted for the boiling procedures in this subdivision.

(e) All items shall be air-dried.

(f) Staff shall store all items separately in clean, covered, and labeled containers, away from food, and in compliance with 410 IAC 7-20 concerning food service sanitation requirements.

(g) Hands shall be clean and care taken in handling technique to prevent contamination of clean bottles and nipples.

470 IAC 3-4.7-139

470 IAC 3-4.7-139 Infant solid foods

Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 139. (a) Caregivers shall not use a nurser or nurser-type equipment to feed children food unless by written orders from a physician.

(b) Staff shall cover, date, and refrigerate open containers of food. Caregivers shall use or discard the contents of opened jars within twenty-four (24) hours.

(c) Caregivers may serve food from jars or from a separate serving dish using a separate jar or serving dish for each infant.

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(d) If caregivers feed children from jars, they shall discard any leftovers in the jars. Caregivers shall discard any leftovers from serving dishes.

(e) Food shall be cut up in small pieces no larger than one-fourth (  $\frac{1}{4}$  ) inch cube.

470 IAC 3-4.7-140

470 IAC 3-4.7-140 Toddler feeding

Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 140. (a) The center shall provide food that meets the dietary needs of each toddler as based on the National Research Council-Recommended Daily Dietary Allowance (NRC-RDA).

(b) Caregivers shall wash their hands before feeding of toddlers.

(c) Caregivers shall assist and assure that each toddler washes their hands before each meal.

(d) Caregivers shall feed toddlers in their own room.

(e) Tables and chairs of appropriate height and size, high chairs with a broad base, or feeding tables shall be provided according to the age and development of the child.

(f) Caregivers shall always use safety belts for securing the children when the children are in high chairs and feeding tables.

(g) Caregivers shall remove children from their chair after eating.

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(h) Caregivers shall provide a clean sanitized training cup for each child who is old enough and ready to drink from it. Caregivers must cover unused refrigerated training cups.

(i) Caregivers shall allow and encourage children to feed themselves. Caregivers shall maintain supportive help to children for as long as they need such help.

(j) Staff shall serve and have food ready to eat before calling children to meals so they do not have to wait.

(k) Caregivers must provide appropriate size eating utensils.

(l) When a child is able and seems ready to adjust to eating with others at a table, he or she may be placed at a child's table.

(m) At all meals, adults shall be seated at each table to supervise.

(n) Water shall be offered between meals and snacks to each toddler.

(o) Food must be cut up in no larger than one-half ( 1/2 ) inch cubes.

470 IAC 3-4.7-141

470 IAC 3-4.7-141 Infant/toddler sleeping

Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Current with amendments received through the Indiana Weekly Collection, dated June 11, 2014.

Indiana Administrative Code \_Title 470. Division of Family Resources (Refs & Annos)\_Article 3. Child Welfare Services\_Rule 4.7. Child Care Centers; Licensing

Sec. 141. (a) The needs of individual children shall determine the sleeping periods.

(b) Caregivers shall place infants on their backs or sides in their cribs for sleeping.

(c) Only children under thirty (30) inches tall may use a port-a-crib.

(d) Only children under thirty-five (35) inches tall may use a full-sized crib.

(e) The fifty (50) square feet of required space per child includes space for a crib for each infant.

(f) All cribs shall meet the following guidelines:

(1) Cribs shall be of sturdy construction.

(2) There shall be no corner posts higher than one-sixteenth ( $\frac{1}{16}$ ) inch.

(3) There shall be no cut-outs in the headboard.

(4) Spaces between the bars of the crib and between the bars and the end panels of the crib shall not exceed two and three-eighths ( $2\frac{3}{8}$ ) inches.

(5) Each crib shall have a firm mattress at least two (2) inches thick that is securely covered with a waterproof material not dangerous to children.

(6) The gap between the mattress and the interior perimeter of the crib shall not exceed one (1) inch.

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(7) Drop-side latches shall be safe and securely hold the sides in the raised position.

(8) Latches shall not be reachable by a child in the crib.

(g) Full-sized cribs shall meet the following guidelines:

(1) The interior dimension shall be greater than fifty-one and three-fourths ( $51 \frac{3}{4}$ ) inches in length, and twenty-seven and three-eighths ( $27 \frac{3}{8}$ ) inches in width.

(2) With the mattress support in its lowest position and the crib side in its highest position, the vertical distance from the upper surface of the mattress support to the upper surface of the crib side and end panel shall not be less than twenty-six (26) inches.

(h) Port-a-cribs shall meet the following guidelines:

(1) The interior dimension is smaller than fifty and three-eighths ( $50 \frac{3}{8}$ ) inches in length but not less than thirty-six (36) inches in length, and smaller than twenty-six (26) inches in width but not less than twenty-four (24) inches in width.

(2) With the mattress support in its lowest position, the vertical distance from the upper surface of the mattress support to the upper surface of the crib side and end panel shall not be less than twenty-two (22) inches.

(i) Caregivers shall provide at least three (3) feet of space between cribs when occupied.

(j) Tiered or stacked cribs are prohibited.

(k) Cribs shall be located away from heaters, drafts, and cords from window coverings.

(l) When a child is in a crib, caregivers shall extend the sides to their fullest height.

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- (m) Staff shall sanitize all cribs as often as necessary and at least daily.
- (n) Staff shall sanitize cribs or cots and change bedding between each child's use if they allow two (2) part-time children to share the same crib or cot.
- (o) All bedding shall be changed immediately when wet or soiled, and otherwise once each day.
- (p) Staff shall launder bedding in a washing machine with water temperature above one hundred sixty (160) degrees Fahrenheit or in a sanitizing solution of one (1) cup bleach or equivalent chemical per washer load.
- (q) Soiled bedding shall not accumulate for longer than twenty-four (24) hours before laundering.
- (r) Staff shall have a reserve supply of bedding and wash cloths available at all times in case of delays in laundry pickup or delivery.
- (s) Each toddler shall have individual bedding with their separate cot or crib.
- (t) Caregivers shall assure that at least three (3) feet of space is between toddler cots.

470 IAC 3-4.7-142

**470 IAC 3-4.7-142 Infant room size**

Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Current with amendments received through the Indiana Weekly Collection, dated June 11, 2014.

Indiana Administrative Code \_Title 470. Division of Family Resources (Refs & Annos)\_Article 3. Child Welfare Services\_Rule 4.7. Child Care Centers; Licensing

Sec. 142. (a) Each newly licensed infant room under this rule shall have a minimum of fifty (50) square feet of usable space per child. This space is exclusive of storage areas, entryways, lockers, and floor area occupied by built-in cabinets.

(b) Any infant room shall have a minimum of thirty-five (35) square feet of usable space per child provided that the same room remains licensed for infants. This space is exclusive of storage areas, entryways, lockers, and floor area occupied by permanent built-in cabinets.

**470 IAC 3-4.7-142**

**470 IAC 3-4.7-142 Infant room size**

Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 142. (a) Each newly licensed infant room under this rule shall have a minimum of fifty (50) square feet of usable space per child. This space is exclusive of storage areas, entryways, lockers, and floor area occupied by built-in cabinets.

(b) Any infant room shall have a minimum of thirty-five (35) square feet of usable space per child provided that the same room remains licensed for infants. This space is exclusive of storage areas, entryways, lockers, and floor area occupied by permanent built-in cabinets.

**470 IAC 3-4.7-144**

**470 IAC 3-4.7-144 School age staffing**

Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 144. (a) The child care center that enrolls school age children shall have at least one (1) caregiver qualified by training or experience to work with this age group.



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(b) The caregivers serving school age children shall receive in-service training that relates to the specific needs of the children served.

470 IAC 3-4.7-145

Green &  
Pale Yellow

470 IAC 3-4.7-145 School age grouping

Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 145. (a) The center shall keep school age children separated from younger children at all times except as in subsection (d) and section 49(f) of this rule.

(b) School age children shall have a clearly defined separate room/area that does not interfere with the care of younger children.

(c) Outdoor play areas shall not be used by both preschool and school age children at the same time unless separate, clearly defined play areas are provided.

(d) School age children may choose to interact with children two (2) years of age and preschool children under direct caregiver supervision with the following conditions:

(1) Caregivers shall permit only one (1) school age child per group of children two (2) years of age or preschool children at any given time.

(2) This shall be a voluntary educational experience and not used as a disciplinary measure or to correct child/staff ratios.

(3) Caregivers shall permit only one (1) school age child per group per day.

(4) School age children shall be counted as children when determining the child/staff ratio.

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(5) School age children shall not lift a child.

(6) School age children shall not assist in snack or meal times.

(7) School age children shall not assist in rest time.

(8) School age children shall not assist in supervision of restroom usage or diapering.

(9) School age children shall not be asked to assume responsibility for the care and safety of other children.

**470 IAC 3-4.7-146**

**470 IAC 3-4.7-146 School age program and equipment**

Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 146. (a) The center shall provide a program and activities that recognize the developmental and educational needs of school age children.

(b) Caregivers shall seek child input in the development of program activities.

(c) Children who have been in school all day shall have time set aside for relaxation and recreation immediately upon arrival from school.

(d) Indoor and outdoor equipment shall be age and physical size appropriate.

**470 IAC 3-4.7-147**

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**470 IAC 3-4.7-147 Special needs staffing**

Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 147. (a) Caregivers serving children who require special program services shall receive in-service training that relates to the specific needs of the children served.

(b) A consulting resource person shall be available to caregivers to provide assistance when necessary.

(c) Directors shall be certified in special needs care by the division within six (6) months of employment as provided by or approved by the division.

(d) Staff shall have special needs care training by a certified director or the division.

**470 IAC 3-4.7-148**

**470 IAC 3-4.7-148 Special needs program**

Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 148. (a) The center shall form a resource team that maintains communication regarding the child's special needs and progress that consists of the following:

(1) Parent.

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(2) Child care center director.

(3) Direct caregivers.

(4) Speech pathologists, physical and occupational therapists, educators, and other technical and professional personnel.

(b) The center shall implement recommendations made by the resource team and incorporate the recommendations into a program plan for the child.

(c) The center shall review, evaluate, and document all program recommendations from resource persons related to a child's special needs at least twice a year.

**470 IAC 3-4.7-149**

**470 IAC 3-4.7-149 Extended hours of operation**

Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 149. (a) If a child care center is open for business twenty-four (24) hours per day, the center shall contact the SFM for additional fire safety rules.

(b) The center shall have the approval of the SFM and division prior to operating extended hours.

**470 IAC 3-4.7-150**

**470 IAC 3-4.7-150 Night care approval**

Authority: IC 12-13-5-3

Current with amendments received through the Indiana Weekly Collection, dated June 11, 2014.

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Affected: IC 12-17.2-4

Sec. 150. (a) The center shall meet all the requirements of this rule and be specifically approved for “Night Care” prior to providing care for any child between the hours of 7 p.m. and 6 a.m.

(b) The specific rules for “Night Care” shall prevail if there is a difference between this rule and the rules for all times of care.

**470 IAC 3-4.7-151**

**470 IAC 3-4.7-151 Night care staffing**

Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 151. (a) There shall always be at least two (2) caregivers on duty at all times regardless of the child/staff ratio.

(b) Caregivers counted for purposes of meeting child/staff ratio requirements shall be awake at all times.

**470 IAC 3-4.7-152**

**470 IAC 3-4.7-152 Night care**

Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 152. (a) Caregivers may combine infants, toddlers, and children two (2) years of age only during evening sleeping hours.

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(b) Caregivers shall determine maximum group size by the age of the youngest child.

(c) Caregivers may permit preschool and school age children to sleep in separate areas in the same room during evening hours. Caregivers may make exceptions for siblings.

470 IAC 3-4.7-153

470 IAC 3-4.7-153 Night care program and equipment

Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 153. (a) Each child shall have an individual cot, bed, or crib equipped with bedding and maintained in sanitary and safe condition.

(b) Each group must have a posted schedule of evening activities.

470 IAC 3-4.7-154

470 IAC 3-4.7-154 Night care food service

Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 154. (a) Staff shall serve an evening meal at a regular time each evening to all children that are in attendance and make the meal available to other children who may arrive later.

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(b) Staff shall serve a bedtime snack to each child.

(c) Staff shall serve breakfast to all children that have been at the child care center throughout the night and are present at 6:30 a.m.

470 IAC 3-4.7-155

470 IAC 3-4.7-155 Ill child care space requirement

Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 155. (a) The center shall use the ill child care room exclusively for ill children and not use the room for any other purpose.

(b) There shall be toilet, hand washing, and diapering facilities used exclusively for ill child care.

(c) The ill child care room shall have a separate entrance from the outside.

(d) The ill child care room shall have separate heating, air conditioning, and ventilation.

(e) The center must contact the child care health section for additional criteria.

470 IAC 3-4.7-156

470 IAC 3-4.7-156 Existing licensed child care centers

Authority: IC 12-13-5-3

Current with amendments received through the Indiana Weekly Collection, dated June 11, 2014.

**Indiana Administrative Code \_Title 470. Division of Family Resources (Refs & Annos)\_Article 3. Child Welfare Services\_Rule 4.7. Child Care Centers; Licensing**

Affected: IC 12-17.2-4

Sec. 156. Existing child care centers licensed under 470 IAC 3-4.1 or 470 IAC 3-4.2, or both, at the time this rule is effective shall have one (1) calendar year to comply with this rule unless specifically stated otherwise.