



COLORADO
Office of Early Childhood
Division of Early Care & Learning

Administrative Guide

General Rules Regulating Child Care Facilities

7.701



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The Office of Early Childhood (OEC), Division of Early Care and Learning (DECL), is excited to provide the Administrative Guide for General Rules Regulating Child Care Facilities.

This Administrative Guide serves to clarify and help ensure proper and consistent interpretation and implementation of the regulations set forth in the General Rules Regulating Child Care Facilities 7.701. The Administrative Guide also provides rationale and resources to assist programs in compliance with the rules. [Updates to the previous version of the Admin Guide are noted in blue font.](#)

The DECL will provide semi-annual updates to the Administrative Guide to ensure child care programs, licensing staff, and the community continue to have current information regarding the interpretation of the regulations.

A complete list of the current Rules may be found on the Colorado Secretary of State’s website at www.sos.state.co.us.

The DECL’s Administrative Guide for General Rules Regulating Child Care Facilities can be found on the Colorado Office of Early Childhood website at: www.coloradofficeofearlychildhood.com.

24 hour facilities include Residential Child Care Facilities (RCCF), Secured Residential, Foster Care, Child Placement Agencies, and Day Treatment Facilities. Less than 24 Hour Facilities include Family Child Care Homes, Child Care Centers, Preschools, School Age Child Care, Children’s Resident Camps, Neighborhood Youth Organizations, and Day Treatment Facilities not attached to a RCCF.

The blue colored font represents additions to the previous edition of the Admin Guide.

Regulation	Rule Text	Clarification	Rationale/ Resources	Program Type
7.701.1	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.		Child Care Licensing Act	All Types
7.701.11 A	A license must be obtained before care begins unless such care is exempt as set forth below.	An application to become licensed can be found on the Office of Early Childhood website.	http://coloradoofficeofearlychildhood.force.com/oec/OEC_Providers?p=providers&s=Child-Care-Licensing-and-Administration&lang=en	All Types
7.701.11 B1	A license is not required for: A special school or class in religious instruction. Religious instruction is	Programs wishing to declare themselves as exempt must submit the Exemption application annually.	http://coloradoofficeofearlychildhood.force.com/oec/OEC_Providers?p=Providers&s=Legal-Exemption-from-	All Types



Regulation	Rule Text	Clarification	Rationale/ Resources	Program Type
	<p>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.</p>		<p>Child-Care-Licensing&lang=en</p>	
7.701.11 B2	<p>A license is not required for: 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</p>	<p>Programs wishing to declare themselves as exempt must submit the Exemption application annually.</p> <p>The single skill building exemption is intended for those programs such as football camp, soccer camp, art camp, which operate for short periods of time and children are not attending in lieu of child care.</p>	<p>http://coloradoofficeofearlychildhood.force.com/oec/OEC_Providers?p=Providers&s=Legal-Exemption-from-Child-Care-Licensing&lang=en</p>	All Types



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	<p>program and must obtain the appropriate license. Meals and snacks may be incorporated into the single skill request.</p>			
7.701.11 B3	<p>A license is not required for: 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 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 or patronizing the business or</p>	<p>Programs wishing to declare themselves as exempt must submit the Exemption application annually.</p> <p>Parents/guardians/caregivers must remain on site for this exemption.</p>	<p>http://coloradoofficeofearlychildhood.force.com/oec/OEC_Providers?p=Providers&s=Legal-Exemption-from-Child-Care-Licensing&lang=en</p>	All Types



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	shopping center or working at the church, shopping center or business can be cared for in the center;			
7.701.11 B4	A license is not required for: Occasional care of children with or without compensation, which means the offering of child care infrequently and irregularly that has no apparent pattern;	Programs wishing to declare themselves as exempt must submit the Exemption application annually.	http://coloradoofficeofearlychildhood.force.com/oec/OEC_Providers?p=Providers&s=Legal-Exemption-from-Child-Care-Licensing&lang=en	All Types
7.701.11 B5	A license is not required for: A family care home in which less than 24-hour care is given for only one child or two or more children who are siblings from the same family household at any one time; or care for up to 4 children with no more than 2 children under the age of 2 years.	<p>An individual caring for children in an exempt family child care home may only care for relative children and one unrelated family OR an individual may care for no more than 4 children with no more than 2 children under the age of 2 years.</p> <p><u><i>This exemption sunsets effective 8/1/2020 and will no longer be in effect.</i></u></p> <p><i>An exemption form is not needed to be filled out for this exemption.</i></p>	http://coloradoofficeofearlychildhood.force.com/oec/OEC_Providers?p=Providers&s=Legal-Exemption-from-Child-Care-Licensing&lang=en	All Types



Regulation	Rule Text	Clarification	Rationale/ Resources	Program Type
7.701.11 B6	A license is not required for: 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;	Programs wishing to declare themselves as exempt must submit the Exemption application annually. Examples include Head Start and child care programs operated by the Department of Defense.	http://coloradoofficeofearlychildhood.force.com/oec/OEC_Providers?p=Providers&s=Legal-Exemption-from-Child-Care-Licensing&lang=en	All Types
7.701.11 B7	A license is not required for: The medical care of children in nursing homes;	Programs wishing to declare themselves as exempt must submit the Exemption application annually.	http://coloradoofficeofearlychildhood.force.com/oec/OEC_Providers?p=Providers&s=Legal-Exemption-from-Child-Care-Licensing&lang=en	All Types
7.701.11 B8	A license is not required for: Ski area guest child care facilities as defined at Sections 26-6-102(16) and 26-6-103.5, C.R.S.;	Programs wishing to declare themselves as exempt must submit the Exemption application annually.	http://coloradoofficeofearlychildhood.force.com/oec/OEC_Providers?p=Providers&s=Legal-Exemption-from-Child-Care-Licensing&lang=en	All Types
7.701.11 B9	A license is not required for: Neighborhood Youth Organizations as defined at Sections 26-6-102(26) and 26-6-103.7, C.R.S.;	Programs wishing to declare themselves as exempt must submit the Exemption application annually. A Neighborhood Youth Organization is an optional license type. A Neighborhood Youth Organization is defined in 7.701.2 I of the general rules.	http://coloradoofficeofearlychildhood.force.com/oec/OEC_Providers?p=Providers&s=Legal-Exemption-from-Child-Care-Licensing&lang=en	All Types



Regulation	Rule Text	Clarification	Rationale/ Resources	Program Type
7.701.11 C	Any child care providers wishing to be declared exempt from the Child Care Licensing Act based on the nature of their program must submit a request for an exemption to the State Department.	Send the Legal Exemption Child Care Application to: Colorado State Department of Human Services Division of Early Care and Learning 1575 Sherman Street, 1st Floor, Denver, CO 80203-1714 or cdhs_oeclicensingexemptions@state.co.us	Document in Resources: Legal Exemption Child Care Application http://coloradoofficeofearlychildhood.force.com/oecl/OEC_Providers?p=Providers&s=Legal-Exemption-from-Child-Care-Licensing&lang=en	All Types
7.701.12 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 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 department with the names and mailing addresses of the parents or legal guardians of each child cared for at the facility so that the department can	This applies to probationary licenses as well as serious violations including, but not limited to unsafe infant sleep environments. The addresses for the parent letters can be submitted in a word document. The provider will receive a more detailed letter explaining the process. The fine is based on the cost of mailing the letters.		All Types



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	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 Department that is equal to the direct and indirect costs associated with the mailing of the notice.			
7.701.13 A1	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 provider has the right to appeal any rule at any point in time. The rule does not have to be cited in a report of inspection before a waiver is requested.	http://coloradoofficeofearlychildhood.force.com/oec/OEC_Providers?p=Providers&s=Waivers-Appeals&lang=en	All Types
7.701.13 A1a	“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	The Department does not consider the financial burden of operating a child care facility an undue hardship.		All Types



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	<p>families or community it serves, which reasonable means cannot remedy. An undue hardship does not include the normal cost of operating the business.</p>			
7.701.13 A1b	<p>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:</p> <ol style="list-style-type: none"> 1) Natural disasters; 2) Infectious disease outbreaks; 3) Mold outbreaks; 4) Acts of nature or an accident resulting in structural damage to the child care facility; or 	<p>This list of emergencies is not all inclusive. If there is an emergency situation which may require appeal, contact the Department.</p>		



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	<p>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.</p>			
7.701.13 A2	<p>Such appeal must be submitted to the 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.</p>	<p>A provider has the right to appeal any rule at any point in time.</p> <p>The rule does not have to be cited on a report of inspection before a waiver is requested.</p>	<p>http://coloradoofficeofearlychildhood.force.com/oec/OEC_Providers?p=Providers&s=Waivers-Appeals&lang=en</p>	All Types



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7.701.13 A3	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.	The proposed alternate compliance plan should include how the facility will still meet the intent of the rule.		All Types
7.701.13 A4	The 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.	The appeal/waiver panel will review all submitted documents to make a determination if the request will ensure that children are safe.		All Types
7.701.13 A5	If the 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.	The approval letter must be posted by the license.	Child Care Licensing Act	All Types



Regulation	Rule Text	Clarification	Rationale/ Resources	Program Type
7.701.13 B1	<p>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 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.</p>			All Types
7.701.13 B2	<p>Such appeal must be submitted to the 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</p>			All Types



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	representative must send an appeal on the state-prescribed form to the appropriate division. Each rule citation requires an individual appeal and applicable fee.			
7.701.13 D2d	If a child care center appeals the denial of a materials waiver request within forty-five (45) days of the denial, the 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.			All Types
7.701.13 D3a	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.		The posted decision is done to ensure that parents and other agencies are aware of the waiver for the facility.	All Types



Regulation	Rule Text	Clarification	Rationale/ Resources	Program Type
7.701.14	<p>All facilities licensed under the Child Care Licensing Act are subject to the non-discrimination provisions of Title VI of the Civil Rights Act of 1964, as amended, and its implementing regulation, Title 45 Code of Federal Regulations (CFR), Part 80; the Age Discrimination Act of 1975, as amended, and its implementing regulation, Title 45 CFR, Part 91; Section 504 of the Rehabilitation Act of 1973, as amended, and its implementing regulation, Title 45 CFR, Part 84.</p> <p>All facilities licensed under the Child Care Licensing Act are also subject to Titles I through V of the Americans with Disabilities Act, as amended, and its implementing regulation, Title 29 C.F.R., Part 1630. Decisions related to the enrollment, placement, or dismissal of a child with a disability or chronic condition must be in</p>		<p>For information on Title VI of the Civil Rights Act of 1964, go to the following link: https://www.justice.gov/crt/fcs/TitleVI-Overview</p> <p>To information on Title 45 Code of Federal Regulations (CFR), Part 80, go to the following link: https://www.gpo.gov/fdsys/pkg/CFR-2000-title45-vol1/pdf/CFR-2000-title45-vol1-part80.pdf</p> <p>For information on the Age of Discrimination Act: https://www.dol.gov/general/topic/discrimination/age/disc</p> <p>Title 45 Code of Federal Regulations (CFR), Part 80 http://www.ecfr.gov/cgi-bin/textidx?SID=61c966357ca07be6469e21274801bc8d&mc=true&node=pt45.1.84&rgn=div5</p>	All Types



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	<p>compliance with the Americans with Disabilities Act. The facility must provide reasonable accommodations for the child with a disability who has special needs.</p> <p>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</p>			



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7.701.31 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 60 days prior to the proposed opening date for the facility.	All independently operated facilities must submit a signed affidavit with an accompanying form of identification for each owner.	http://coloradoofficeofearlychildhood.force.com/oec/OEC_Providers?p=providers&s=Child-Care-Licensing-and-Administration&lang=en	All Types
7.701.31 B	A licensing evaluation will occur only after the department has received the complete application and appropriate fee.	<p>Please ensure that the application is complete and includes all required information.</p> <p>Please check to ensure that all fees are correct.</p> <p>Applications with missing information and incorrect fees will be returned and this will delay the application and licensing process.</p>	http://coloradoofficeofearlychildhood.force.com/oec/OEC_Providers?p=providers&s=Child-Care-Licensing-and-Administration&lang=en	All Types



Regulation	Rule Text	Clarification	Rationale/ Resources	Program Type
7.701.32 A	An operator of a licensed facility, guest care facility, 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).	This background inquiry seeks information on individuals specifically for child abuse and neglect, which are not criminal charges.	http://coloradoofficeofearlychildhood.force.com/oec/OEC_Providers?p=Providers&s=Background-Checks&lang=en	All Types
7.701.32 C	An inquiry 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.	<p><i>This pertains to employees who have a permanent residence outside of Colorado. These individuals must follow time frames set forth in rule and regulation.</i></p> <p><i>Per new Federal requirements, staff members whose background check clearance has not yet been received, must be supervised by a staff member who has completed background checks until the required background check has been received by the facility. The staff member with all three cleared background checks (CBI, FBI & Trails) must be in the area with the staff and children to physically supervise.</i></p> <p><i>If a staff member is working under the</i></p>		<p>Children's Resident Camps</p> <p>School-Aged Child Care Center</p>



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		<p>background check exemption the first camp season and returns the following year, all background checks including the child abuse and neglect inquiry check is required.</p> <p>For out-of-state employees working in a school-age child care center this exemption is repealed on August 2, 2019. These employees must complete all required checks per 7.701.32 D 1 and 7.702.33 D 4 a</p>		
7.701.32 D	The 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.	Incomplete forms or inaccurate fees will delay the results. Please ensure that all information on the form is completed.	http://coloradoofficeofearlychildhood.force.com/oec/OEC_Providers?p=Providers&s=Background-Checks&lang=en	All Types



Regulation	Rule Text	Clarification	Rationale/ Resources	Program Type
7.701.32 D1	<p>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:</p> <p>a. For all individuals whose activities involve the care or supervision of children or who has unsupervised access to children, requests must be submitted and successfully completed prior to caring for children or allowing unsupervised access to children.</p> <p>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.</p>	<p>Per new Federal requirements, staff members whose background check clearance has not yet been processed, must be supervised at all times by a staff member who has successfully completed all required background checks until all background check clearance has been received by the facility.</p> <p>The requirement for completing CBI, FBI, and Trails background checks includes individuals 16-18 years of age whose activities involve the care or supervision of children or who has unsupervised access to children. Successfully completed means there is written documentation of the processed background check in the staff member's file for licensing to review.</p>		



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7.701.32 E	The 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).		http://coloradoofficeofearlychildhood.force.com/oec/OEC_Providers?p=Providers&s=Background-Checks&lang=en	All Types
7.701.32 F	The request must be accompanied by the individual's written authorization to obtain such information from the State automated system, if applicable.	Incomplete forms or inaccurate fees will delay the results. Please follow the instructions page of the request form and ensure that all information on the form is completed.	http://coloradoofficeofearlychildhood.force.com/oec/OEC_Providers?p=Providers&s=Background-Checks&lang=en	All Types
7.701.32 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.	The clearance letter must be maintained in the staff member's file and be available for review upon request.		All Types
7.701.32 H	The information provided by the State Department must serve only as the basis for further investigation. The director or operator may	Federal law now requires the Trails background check be completed on all staff members every 5 years see 7.701.32J.		All Types



Regulation	Rule Text	Clarification	Rationale/ Resources	Program Type
	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.	<p>All confirmations of child abuse or child neglect will be reviewed by the Department. Some confirmed findings of abuse or neglect may result in the Department recommending adverse actions for a child care license if the facility maintains employment of the individual with the confirmed finding.</p> <p>It is the facility's decision whether to maintain employment of a staff member with a confirmation of abuse or neglect, the Department does not make employment decisions.</p>		
7.701.32 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 database 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.	All information received as a result of the Trails background check is to be confidential and cannot be discussed with other employees or parents.		All Types



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7.702.32 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 department for processing. An updated clearance letter or verification of the submission of the inquiry form must be obtained before prior to five (5) years from the date reflected on the current clearance letter.	It is the responsibility of the individual to maintain documentation regarding the county investigation, finding, expungement and/or settlement. This information may be requested each time the check is renewed.		All Types
7.701.33 A1	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	The facility will receive two results from the criminal record check. The results from Colorado will come directly from the Colorado Bureau of Investigation. The FBI results will come from the Division of Early Care and Learning.	http://coloradoofficeofearlychildhood.force.com/oec/OEC_Providers?p=Providers&s=Background-Checks&lang=en https://www.colorado.gov/pacific/cbi/updated-employment-background-checks	All Types



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	<p>party takes the individual's fingerprints, the fingerprints may be electronically captured using CBI's approved LiveScan equipment pursuant to section 10-23-103 C.R.S. Payment of the fee for the criminal record check is the responsibility of the individual being checked, identified as follows:</p> <p>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.</p> <p>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</p>			



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	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.			
7.701.33 A2	<p>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.</p> <p>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(26), 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.</p>	<p>A Neighborhood Youth Organization can conduct one of the following four types of background checks as allowed by Statute. This must be done prior to employment and every two years.</p> <p>This does not include a Trails child abuse and neglect check. As a best practice, this check should be done in addition to one of the four listed in statute.</p>		Neighborhood Youth Organizations



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7.701.33 B	<p>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.</p> <p>Prospective employers of such exempted persons must conduct reference checks of the prospective employees in order to verify previous</p>	<p>To be in compliance with Federal rule, any facility who employs an out of state employee and uses the 90 day background check exemption must ensure that the employee is directly supervised at all times by an employee who has successfully passed the background checks.</p> <p>This pertains to out-of-state employees only. In-state employees must follow time frames set forth in rule and regulation.</p>		<p>Children's Resident Camps</p> <p>School-Age Child Care Center</p>



Regulation	Rule Text	Clarification	Rationale/ Resources	Program Type
	work history and must conduct personal interviews with each such prospective employee.			
7.701.33 C	At the time the annual declaration of compliance is submitted to the Department, a criminal record check is required only for adults living at the licensed facility who have not previously obtained one. Because the Colorado Bureau of Investigation (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.	<p>Colorado Bureau of Investigation uses two vendors who provide electronic fingerprinting: IdentoGO or Colorado Fingerprinting.</p> <p>Both vendors require an appointment in advance. Individuals must include CBI account number and the license provider number. More information can be found on the Office of Early Childhood website.</p>	<p>http://coloradoofficeofearlychildhood.force.com/oec/OEC_Providers?p=Providers&s=Background-Checks&lang=en</p> <p>https://www.colorado.gov/pacific/cbi/updated-employment-background-checksChecks&lang=en</p>	
7.701.33 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	<p>Colorado Bureau of Investigation uses two vendors who provide electronic fingerprinting: IdentoGO or Colorado Fingerprinting.</p> <p>Both vendors require an appointment in advance. Individuals must include CBI</p>	<p>http://coloradoofficeofearlychildhood.force.com/oec/OEC_Providers?p=Providers&s=Background-Checks&lang=en</p> <p>https://www.colorado.gov/</p>	All Types



Regulation	Rule Text	Clarification	Rationale/ Resources	Program Type
	<p>check is the responsibility of the individual being checked or the facility or agency. The results of the criminal record check, 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.</p>	<p>account number and the license provider number. More information can be found on the Office of Early Childhood website.</p>	<p>pacific/cbi/updated-employment-background-checks</p>	
7.701.33 D1a	<p>New employees must obtain their CBI clearance letter or a photocopy of their processed fingerprint card from their former employer or school district. They must attach it to a new fingerprint card, the top portion of which they have competed with new fingerprints taken. The new fingerprint card must include the new employer’s address and the new employer’s license I.D. number in the box labeled MNU. “Transfer - Child Care” must be inserted in the “Reason Fingerprinted” block. The CBI clearance letter (or photocopy of the old</p>	<p>All new completed fingerprint cards is required for any transfer from one license number to another. No paper copy is required.</p> <p>See frequently asked questions for additional information: http://coloradoofficeofearlychildhood.force.com/oec/OEC_Providers?p=Providers&s=Background-Checks&lang=en</p>		All Types



Regulation	Rule Text	Clarification	Rationale/ Resources	Program Type
	<p>fingerprint card) and the new fingerprint card must be sent with a money order or other certified funds covering all current transfer fees payable to CBI at Colorado Bureau of Investigation, 690 Kipling Street, Suite 3000, Denver, CO 80215. Those facilities that have accounts with CBI are not required to send the money order or certified funds; instead, they must enter their CBI account number in the OCA block of the new fingerprint card and CBI will deduct the current transfer fee.</p>			
7.701.33 D1c	<p>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.</p>	<p>The name/flag removal form needs to go to the Department. The licensing specialist can also collect this sheet.</p> <p>The name/flag removal form must be complete or it will be returned to the facility.</p> <p>Name/flag removal form must be done according to statute, as the facility is no longer entitled to background information for the employee.</p>	<p>Document in Resources: Flag Removal Form https://drive.google.com/open?id=0B416ox6fWG9uSHdWaTFuWVv4V1k</p>	All Types



Regulation	Rule Text	Clarification	Rationale/ Resources	Program Type
		Facility will be cited for not name/flag removing any staff who are no longer employed.		
7.701.33 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:		Document in Resources: Adverse Actions https://drive.google.com/drive/folders/1sLzTbF95wccCgi9iwjS2aWIWZ7YkYEWs?usp=sharing	All Types
7.701.33 F5	Consistently failed to maintain standards prescribed and published by the Colorado Department of Human Services; or,	Consistently means two or more times.		All Types
7.701.33 F8	Failed or refused to submit to an investigation or inspection by the Colorado Department of Human Services or to admit authorized representatives of the Department at any reasonable time for the purpose of investigation or inspection;	This includes anytime a licensee does not allow a licensing specialist or representative of the Department into the licensed location or does not allow the licensing specialist to complete an inspection or investigation. Representatives of the Department include local law enforcement and Child Protection Investigators. Anyone issued a license and not currently operating must be ready for an		



Regulation	Rule Text	Clarification	Rationale/ Resources	Program Type
		<p>inspection at any time including complete training and the facility must be set up and ready for child care.</p> <p>If the licensee is not currently operating and not available for an inspection, the license may be recommended for adverse actions including demoting the license to a probationary status or revocation.</p>		
7.701.33 F10	Willfully or deliberately violated any of the provisions of the Child Care Licensing Act;	For each year that the provider/licensee has submitted a license continuation notice and fee payment, they have certified that they have evaluated the facility by reviewing all applicable licensing rules and have affirmed that the facility is in compliance with current licensing rules. Additionally, the provider/licensee has been notified in writing on a report of inspection of each observed or identified rule violation and required correction; therefore, any subsequent violation of the same type as an initial violation, or failure to correct an initial violation may be considered willful and deliberate.		All Types



Regulation	Rule Text	Clarification	Rationale/ Resources	Program Type
7.701.33 F14	Been the subject of a negative licensing action;	<p>“Negative licensing action” means a Final Agency Action resulting in the denial, suspension, or revocation of a license issued pursuant the Child Care Licensing Act or the demotion of such a license to a probationary license.</p> <p>Anyone who has received a Negative Licensing Action, Final Agency Decision is prohibited from providing child care per Colorado Statute 26-6-103(3).</p>		All Types
7.701.33 I1	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 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	<p>Both fingerprint based background checks and the child abuse/neglect background checks are portable between licenses under one governing body.</p> <p>If the employee is fingerprinted under a license number that closes, the employee must submit a new fingerprint card and Trails request under an open license number.</p>		All Types



Regulation	Rule Text	Clarification	Rationale/ Resources	Program Type
	<p>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 child abuse or neglect Records and Report must not be 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 child abuse or neglect Records and Report that requires action pursuant to Section 26-6-107 C.R.S.; and informs the Department whenever an additional licensed facility comes under or is no longer under its ownership or control.</p>			



Regulation	Rule Text	Clarification	Rationale/ Resources	Program Type
7.701.34 A	<p>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.</p>	<p>If renovations or remodeling affects the use of any area previously approved for child care, then a new and approving health and fire inspection is required.</p> <p>A licensing inspection will be required for approval prior to use of the space.</p> <p>For multi-use buildings (i.e. elementary school, church, recreation center etc.) Fire and Health inspections must include a report for the licensed child care area.</p>		All Types
7.701.34 B	<p>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</p>	<p>Facilities must be in compliance with local zoning regulations. Documentation is required.</p> <p>Documentation is not required for a district operated school.</p>		All Types



Regulation	Rule Text	Clarification	Rationale/ Resources	Program Type
	<p>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.</p>			
7.701.34 C	<p>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.</p>	<p>Facilities must be in compliance with local zoning regulations. Documentation is required.</p> <p>Documentation is not required for a district operated school.</p>		All Types



Regulation	Rule Text	Clarification	Rationale/ Resources	Program Type
7.701.363 A	A provisional license or certificate may be issued only for the initial six (6) month licensing period.	Common reasons for a provisional license include, completing a fence, installing playground equipment, etc. According to Colorado Statutes, a provisional license can only be issued once to a provider.		All Types
7.701.363 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 Department.		A renewal application is generated and sent out to the facility from Department. If you do not receive your renewal application, call the main office at 303-866-5948 or contact your licensing specialist.	All Types
7.701.364 A	A probationary license or certificate may be granted to a licensed facility or agency as provided in Section 26-6-108(2), C.R.S.			All Types
7.701.364 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 Department.		A renewal application is generated and sent out to the facility from Department. If you do not receive your renewal application, call the main office at 303-866-5948 or contact your licensing specialist.	All Types



Regulation	Rule Text	Clarification	Rationale/ Resources	Program Type
7.701.365 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.	Multiple governing bodies licensed at the same location and operating at the same time, cannot share space. Programs must be completely separate during times of operation.		
7.701.365 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.	The same governing body cannot have two of the same license types at one location.		All Types
7.701.4 A	The appropriate application fee outlined in 7.701.4, c, must be submitted to the 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	<p>A change in the type of license requires an application and fee associated with the type of the license and/or capacity.</p> <p>Please complete the entire application. Failure to do so will delay the processing of the application and the opening of the facility.</p> <p>All independently operated facilities</p>		All Types



Regulation	Rule Text	Clarification	Rationale/ Resources	Program Type
	or the expiration date of the provisional or probationary license.	<p>must submit a signed affidavit with an accompanying form of identification for each owner.</p> <p>All home license types must submit a signed affidavit along with an accompanying form of identification for both applicants.</p>		
7.701.4 B	The appropriate annual continuation fee outlined in 7.701.4, c, must be submitted to the department annually, at least sixty (60) calendar days prior to the anniversary date of the license, along with a completed continuation declaration.		To request a replacement continuation notice, please contact the Office of Early Childhood, Division of Early Care and Learning at 303-866-5948.	All Types
7.701.4 C	Following is a schedule of original and annual continuation fees for all types of child care facilities and agencies:	<p>Changes to a license for capacity and/or number of children would require a written statement and the fee associated with the change to license in this section.*</p> <p>To change the mailing address on the license, a written request and the fee associated with the change to a license in this section must be submitted to the Department.*</p> <p>*A change to license for any Family Child</p>	Document in Resources: Child Care License Fees https://dcfs.my.salesforce.com/sfc/p/#410000012srR/a/41000000CgGd/ygBRmlyfQdfjSDmcpITJfpQaOSTna8m8KzHJYYIulg	All Types



Regulation	Rule Text	Clarification	Rationale/ Resources	Program Type
		<p>Care Home type will not exceed the cost of the continuation fee.</p> <p>A change in the type of license requires an application and fee associated with the type of the license and/or capacity.</p> <p>Fees will increase annually in 2019 and 2020 on July 1 of the corresponding year.</p>		
7.701.52 A1-5	This section applies to 24 hour facilities only.			24 Hour Facilities Only
7.701.52 Bb	<p>Within 24 hours, excluding weekends and holidays, of the occurrence of a critical incident at the facility or within 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 facility the following critical incidents involving a child in the care of the facility or staff member on duty:</p> <p>An injury to a child or staff member that requires emergency medical</p>	<p><u>Any injury to a child that requires medical attention should be reported on the online injury reporting system.</u></p> <p><u>Any injury regarding a staff member at the facility should submit their own written documentation explaining the incident.</u></p> <p>If a licensing specialist receives a manual report for a child, the specialist must enter the injury into the online injury reporting system.</p> <p>Less-than 24 facilities (Centers, Preschools, School-age Child Care Center, Family Child Care Homes, Neighborhood Youth Organizations or</p>	<p>The link to report an online injury to a child is as follows: http://coloradoshines.force.com/injury</p> <p>For more information about injury reporting: http://coloradoofficeofearlychildhood.force.com/oec/OEC_Providers?p=Providers&s=Health-Safety&lang=en</p>	All Less Than 24 Hour License Types



Regulation	Rule Text	Clarification	Rationale/ Resources	Program Type
	<p>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 within 24 hours of the incident.</p>	<p>Children’s Resident Camps) do not have a specific form.</p>		
7.701.52 Bd	<p>Within 24 hours, excluding weekends and holidays, of the occurrence of a critical incident at the facility or within 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 facility the following critical incidents involving a child in the care of the facility or staff member on duty:</p> <p>Any allegation of physical, sexual, or emotional abuse or neglect to a child that results in reporting to a law</p>	<p>Less-than 24 facilities (Centers, Preschools, School-age Child Care Center, Family Child Care Homes, Neighborhood Youth Organizations or Children’s Resident Camps) do not have a specific form. The facility should submit their own written documentation explaining the incident.</p>		All Less Than 24 Hour License Types



Regulation	Rule Text	Clarification	Rationale/ Resources	Program Type
	enforcement, County Department of Human or social services agency.			
7.701.53 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.	<p>The intent of this regulation is to ensure staff members are informed and aware of where to report child abuse.</p> <p>The policy should include the child abuse hotline phone number. The toll-free statewide child abuse and reporting line is 1-844-CO 4 Kids or 1-844- 264-5437.</p> <p>Facility can have a general statement signed by staff stating they have received and read the policies regarding abuse and neglect reporting procedures.</p>	<p>Mandated Reporter Training: https://www.coloradocwts.com/mandated-reporter-training</p>	All Types
7.701.53 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.	<p>The intent of this regulation is to ensure staff members are informed and aware of where to report child abuse.</p> <p>The policy should include the child abuse hotline phone number .</p> <p>Facility can have a general statement signed by staff stating they have received and read the policies regarding abuse and neglect reporting procedures.</p>	<p>Mandated Reporter Training: https://www.coloradocwts.com/mandated-reporter-training</p>	All Types



Regulation	Rule Text	Clarification	Rationale/ Resources	Program Type
7.701.53 B	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 must immediately 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.	<p>Immediately means without delay or hesitation, without any interval of time.</p> <p>The facility is also required to inform the licensing department any time the county or law enforcement are notified, per section 7.701.52A4.</p> <p>This includes anytime a child is left unsupervised inside the building, outside on the playground, in a vehicle or while on a field trip or other excursion away from the facility.</p>	Any allegations or suspected abuse or neglect can be called into one number. The operator will connect you to the correct county. The Statewide number is 844-CO-4-KIDS (844-264-5437).	All Types
7.701.53 C	If the suspected child abuse occurred at the child care facility, the report of suspected child abuse must be made to the county department of human or social services, police department, or other law enforcement agency in the community or county in which the child care facility is located.		This is to ensure that the proper county agency is notified and can investigate the allegations. The state wide number is listed below: 844-CO-4-KIDS (844-264-5437)	All Types



Regulation	Rule Text	Clarification	Rationale/ Resources	Program Type
7.701.53 D	If the suspected child abuse did not occur at the child care facility, the report of suspected child abuse must be made to the county department of human or social services in the county in which the child resides or to the local law enforcement agency in the community in which the incident is believed to have occurred.		This is to ensure that the proper county agency is notified and can investigate the allegations. The state wide number is listed below: 844-CO-4-KIDS (844-264-5437)	All Types
7.701.53 E	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.		This is to ensure that the parents/guardians know where to report any suspected abuse or neglect. Statewide number is 844-CO-4-KIDS (844-264-5437).	All Types



Regulation	Rule Text	Clarification	Rationale/ Resources	Program Type
7.701.54 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.	<p>It is not the responsibility of the facility to conduct the investigation of the allegations of abuse or neglect. The facility should report the allegations to law enforcement or the county department of social services.</p> <p>Interfering with an investigation could result in criminal misdemeanor charges being filed.</p> <p>The facility is required to cooperate with and provide files and information requested to the county department of social services.</p>	This is to ensure that the county department of social services or law enforcement agency has all the resources necessary to conduct an investigation.	All Types
7.701.54 A1	An agency or facility must not interfere or refuse to cooperate with a child protection investigation.	<p>Child Protection or local law enforcement must be allowed to conduct their investigations before the employer initiates internal investigations. Child Protection or Law Enforcement will provide guidance on when an employer may begin an internal investigation.</p> <p>Interfering with an investigation could result in criminal misdemeanor charges being filed.</p>	This is to ensure that the county department of social services or law enforcement agency has all the resources necessary to conduct an investigation.	All Types



Regulation	Rule Text	Clarification	Rationale/ Resources	Program Type
7.701.54 A2	An agency or facility must not interview staff or children regarding the specific allegations of child abuse or child neglect until the 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.	<p>The facility is required to cooperate with and provide files and information requested to the county department of social services.</p> <p>It is not the responsibility of the facility to conduct the investigation of the allegations of abuse or neglect. The facility should report the allegations to law enforcement or the county department of social services.</p>		All Types
7.701.54 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	<p>Reassignment of duties should prevent the staff member who is the alleged perpetrator to have contact with children until Child Protection has determined that the staff member can return to the classroom. Contact your licensing specialist for specific circumstances.</p> <p>For Family Child Care Homes, providers who are under investigation should cease care or have a substitute on site at all times until Child Protection has determined that the provider can return to care. Contact your licensing specialist for specific circumstances.</p>		All Types



Regulation	Rule Text	Clarification	Rationale/ Resources	Program Type
	<p>facility. Such suspension or reassignment of duties will remain in effect pending the outcome of the investigation by the appropriate authorities.</p>			
7.701.55	<p>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 Social or Human Services, Division of Early Care And Learning. For 24-hour care agencies and facilities providing out-of-home care and day treatment facilities,</p>	<p>The complaint number must be posted in clear view near the child care license.</p>	<p>Colorado Department of Human Services, Division of Early Care and Learning, 1575 Sherman Street Denver, CO 80203-1714 303-866-5958 or 800-799-5876</p>	<p>All Types</p>



Regulation	Rule Text	Clarification	Rationale/ Resources	Program Type
	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 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.	Conspicuous means very easy to see or notice.	This is to inform the parents/guardians and others entering the building as to the type of business and the number of children allowed.	All Types
7.701.56 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	The Report of Inspection must be posted near the license or a note stating where the report can be found must be posted near the license.	This is to provide information to the parents/guardians about the facility.	All Types



Regulation	Rule Text	Clarification	Rationale/ Resources	Program Type
	by the parent or legal guardian of a child or their designee.			
7.701.56 C	At all times during the operating hours of a Family Child Care Home, Child Care Center, Preschool, School Age Child Care, 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 facilities must post in prominent and conspicuous location information regarding the procedures for filing a complaint with the Colorado department of human	Conspicuous means very easy to see or notice.	This is to inform the public of how to file a complaint.	All Types



Regulation	Rule Text	Clarification	Rationale/ Resources	Program Type
	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.			
7.701.56 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.	<p>Licensing capacity is the usable room square footage determined during the licensing inspection.</p> <p>This varies by license types, as there are specific furnishings or equipment that is deducted according to specific regulations.</p> <p>If the licensed room capacity is not known, then an inspection may need to be completed by the department to determine this for the facility.</p> <p>This is not the building occupancy or fire capacity.</p>	License capacity for each room/area is based on the needs of the children in the room/area. Areas for younger children are larger to accommodate the equipment and materials for these children.	All Types
7.701.6 A	The records concerning the licensing of facilities and agencies are open to the public except as provided below.		http://www.colorado.gov/apps/jboss/cdhs/childcare/lookup/index.jsf	All Types



Regulation	Rule Text	Clarification	Rationale/ Resources	Program Type
7.701.6 B	Anyone wishing to review a record must make a written request to the department.	Requests can be sent to: Colorado Department of Human Services Division of Early Care and Learning 1575 Sherman Street, 1st Floor, Denver, CO 80203-1714 Attn: File Request	Requests can also be emailed to: cdhs_oec_pbfr@state.co.us	All Types
7.701.6 C1-4	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 in interest. 3. Personal references requested by the department. 4. Reports and records received from other agencies, including police and child protection investigation reports.	This includes any posted information about the child or their family. Including but not limited to: allergies, medication, date of birth with the child's full name (first name along with day and month can be used), etc. Allergy information can be posted if it is not in plain view. For example: using a cover sheet (Allergies) over the allergy list or placing the allergy information on the inside of a cabinet labeled allergy information inside, etc. The facility can speak with their licensing specialist or nurse consultant for additional ways to ensure that this information is posted in a confidential manner. If the facility has written parent permission, information can be posted.	This is for the safety of the family and children and to protect confidential information from other people inside the facility.	All Types



Regulation	Rule Text	Clarification	Rationale/ Resources	Program Type
7.701.7 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.	Parents/guardians should not be prevented from accessing an area of the facility where their child is during business hours. For example: dropping a child off at the door, instead of going to the classroom.		All Types
7.701.7 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.		This information must be accessible to parent(s) so the parent can make an informed decision about choosing care for their child(ren).	All Types
7.701.7 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.	Including but not limited to lock down, lock out, active shooter, severe weather situation.		All Types



Regulation	Rule Text	Clarification	Rationale/ Resources	Program Type
7.701.8	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, shall 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.	The Department does accept the signed perjury statement if it is not on an application.	It is best practice to have this on your application for the protection of the facility.	All Types
7.701.91	Pursuant to 26-6-106(2)(e), C.R.S., 25-14-103.5, C.R.S., and 18-13-121, C.R.S., tobacco and nicotine products are prohibited by law from use in and around licensed child care facilities.	This includes E-cigarettes.	This is the health and safety of all occupants in the facility. Center for Disease Control- Secondhand smoke https://www.cdc.gov/tobacco/basic_information/secondhand_smoke/index.htm	All Types



Regulation	Rule Text	Clarification	Rationale/ Resources	Program Type
7.701.91 A	Smoking and tobacco product use is prohibited at all times while transporting children on field trips and excursions.	This includes E-cigarettes.	This is the health and safety of all occupants in the facility. Center for Disease Control - Secondhand smoke https://www.cdc.gov/tobacco/basic_information/secondhand_smoke/index.htm	All Types
7.701.91 B	Smoking and tobacco product use is not prohibited in Family Child Care Homes during nonbusiness hours.	This includes E-cigarettes.	This is the health and safety of all occupants in the facility. Center for Disease Control - Secondhand smoke https://www.cdc.gov/tobacco/basic_information/secondhand_smoke/index.htm	Family Child Care Homes
7.701.100 A	Evacuation, Shelter in Place, Lockdown, and Active Shooter on Premises Plans for Children in Care: Prior to caring for children, all staff must complete a 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		This is to help the facility prepare for disasters that may occur: https://training.fema.gov/is/courseoverview.aspx?code=IS-36 Document in Resources: Emergency Plan https://dcfs.my.salesforce.com/sfc/p/#410000012srR/a/41000000CgGx/cqQXi_N8L7EFvpVZt1ykWJUemMUSm nPAmo6VK5CNjV8	All Types



Regulation	Rule Text	Clarification	Rationale/ Resources	Program Type
	on site director must be trained in the department approved training.		Emergency Plan Appendices http://media.wix.com/ugd/97dde5_d9e585aad05e4157b39aec8235d95c32.pdf	
7.701.100 B1	“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.		This is to help the facility prepare for disasters that may occur.	All Types
7.701.100 B2	“Shelter-in-place drill” means a drill in which the occupants of a building seek shelter in the building from an external threat.		This is to help the facility prepare for disasters that may occur.	All Types
7.701.100 B3	“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.		This is to help the facility prepare for disasters that may occur.	All Types



Regulation	Rule Text	Clarification	Rationale/ Resources	Program Type
7.701.100 C	<p>Reuniting Families After an Emergency or Disaster:</p> <p>All child care providers must have a written plan for emergency notification of parents and reunification of families following an emergency or disaster.</p>		<p>This is to ensure families know where to find their children after an emergency or disaster, in case there are no means to communicate during the disaster.</p> <p>Document in Resources: Emergency Plan https://dcfs.my.salesforce.com/sfc/p/#410000012srR/a/41000000CgGx/cqQXi_N8L7EFvpVZt1ykWJUemMUSm nPAmo6VK5CNjV8</p> <p>Emergency Plan Appendices http://media.wix.com/ugd/97dde5_d9e585aad05e4157b39aec8235d95c32.pdf</p>	All Types
7.701.100 D	<p>Children with Disabilities and Those with Access and Functional Needs:</p> <p>All child care providers must have a written plan that accounts for children with disabilities and those with access and functional needs. The plan must include a specific</p>	<p>Consider the needs of the children in care, providers may need to have emergency medications such as Epi-Pens, asthma medication or other needs for infants and toddlers such as diapers, wipes, formula, bottles, blankets etc.</p>	<p>Document in Resources: Emergency Plan https://dcfs.my.salesforce.com/sfc/p/#410000012srR/a/41000000CgGx/cqQXi_N8L7EFvpVZt1ykWJUemMUSm nPAmo6VK5CNjV8</p> <p>Emergency Plan Appendices http://media.wix.com/ugd/97dde5_d9e585aad05e4157b39aec8235d95c32.pdf</p>	All Types



Regulation	Rule Text	Clarification	Rationale/ Resources	Program Type
	requirement indicating how all children with special needs will be included in the emergency plan.		7b39aec8235d95c32.pdf	
7.701.100 E1	<p>Continuity of operations after a disaster:</p> <p>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:</p> <p>A. Responsibility for essential staffing needs and predetermined roles during and after the emergency or disaster; and</p> <p>B. Procedure for backing up or retrieving staff and children’s files; and</p> <p>C. Procedure for protecting confidential and financial records.</p>	<p>If your facility needs to relocate or needs to submit an emergency appeal/waiver due to a disaster, please contact the Office of Early Childhood, Division of Early Care and Learning for more information. The main phone number is 303-866-5948.</p>	<p>Document in Resources: Emergency Plan https://dcfs.my.salesforce.com/sfc/p/#410000012srR/a/41000000CgGx/cqQXi_N8L7EFvpVZt1ykWJUemMUSm nPAmo6VK5CNjV8</p> <p>Emergency Plan Appendices http://media.wix.com/ugd/97dde5_d9e585aad05e4157b39aec8235d95c32.pdf</p>	All Types



Regulation	Rule Text	Clarification	Rationale/ Resources	Program Type
7.701.100 F1	Each staff member of the facility must be trained in fire safety and the use of available fire extinguishers and fire alarms.	This training must be documented and kept on file.	<p>This is to ensure staff members know what to do in the event of an emergency.</p> <p>Document in Resources: Emergency Plan https://dcfs.my.salesforce.com/sfc/p/#410000012srR/a/41000000CgGx/cqQXi_N8L7EFvpVZt1ykWJUemMUSm nPAmo6VK5CNjV8</p> <p>Emergency Plan Appendices http://media.wix.com/ugd/97dde5_d9e585aad05e4157b39aec8235d95c32.pdf</p>	All Types
7.701.100 F2	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	<p>All occupants must be familiar with the drill. Drills may need to be done more frequently, depending on when new children are enrolled or on site at the facility, including the start of a new camp session.</p> <p>Drill record must be available upon request for review by the department.</p>	<p>This is to ensure all occupants know what to do in the event of a fire.</p> <p>Document in Resources: Emergency Plan https://dcfs.my.salesforce.com/sfc/p/#410000012srR/a/41000000CgGx/cqQXi_N8L7EFvpVZt1ykWJUemMUSm nPAmo6VK5CNjV8</p> <p>Emergency Plan Appendices http://media.wix.com/ugd/97dde5_d9e585aad05e4157b39aec8235d95c32.pdf</p>	All Types



Regulation	Rule Text	Clarification	Rationale/ Resources	Program Type
	<p>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.</p>		<p>7b39aec8235d95c32.pdf</p>	
7.701.100 F3	<p>Drills must be held at unexpected times and under varying conditions to simulate the conditions of an actual fire or other emergency event.</p>		<p>This is to simulate the circumstances and conditions of an actual emergency should it occur on the premises during any hours of operation.</p> <p>Document in Resources: Emergency Plan https://dcfs.my.salesforce.com/sfc/p/#410000012srR/a/41000000CgGx/cqQXi_N8L7EFvpVZt1ykWJUemMUSm nPAmo6VK5CNjV8</p> <p>Emergency Plan Appendices http://media.wix.com/ugd/97dde5_d9e585aad05e4157b39aec8235d95c32.pdf</p>	All Types



Regulation	Rule Text	Clarification	Rationale/ Resources	Program Type
7.701.100 F4	Drills must emphasize orderly evacuation under proper discipline rather than speed. No running should be permitted.		<p>This is to ensure that all occupants can exit the building in a safe and orderly manner.</p> <p>Document in Resources: Emergency Plan https://dcfs.my.salesforce.com/sfc/p/#410000012srR/a/41000000CgGx/cqQXi_N8L7EFvpVZt1ykWJUemMUSm nPAmo6VK5CNjV8</p> <p>Emergency Plan Appendices http://media.wix.com/ugd/97dde5_d9e585aad05e4157b39aec8235d95c32.pdf</p>	All Types
7.701.100 F5	Drills must include suitable procedures for ensuring that all persons in the building, or all persons subject to the drill, actually participate.	All persons in the building must participate in drills.	<p>This is to ensure all persons are aware of what to do in the event of an emergency.</p> <p>Document in Resources: Emergency Plan https://dcfs.my.salesforce.com/sfc/p/#410000012srR/a/41000000CgGx/cqQXi_N8L7EFvpVZt1ykWJUemMUSm nPAmo6VK5CNjV8</p> <p>Emergency Plan Appendices http://media.wix.com/ugd/97dde5_d9e585aad05e4157b39aec8235d95c32.pdf</p>	All Types



Regulation	Rule Text	Clarification	Rationale/ Resources	Program Type
			7b39aec8235d95c32.pdf	
7.701.100 F6	<p>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.</p>		<p>This is for the safety of all children and occupants of the camp, so occupants know what to do in an emergency situation.</p> <p>Document in Resources: Emergency Plan https://dcfs.my.salesforce.com/sfc/p/#410000012srR/a/41000000CgGx/cqQXi_N8L7EFvpVZt1ykWJUemMUSm nPAmo6VK5CNjV8</p> <p>Emergency Plan Appendices http://media.wix.com/ugd/97dde5_d9e585aad05e4157b39aec8235d95c32.pdf</p>	All Types



Regulation	Rule Text	Clarification	Rationale/ Resources	Program Type
7.701.100 F7	If appropriate to the location of the center, forest fire, tornado 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 center.	Resident camps operating less than 90 days must ensure that staff are familiar with all emergency drill procedures during each camp session.	This is for the safety of all children and occupants of the camp, so occupants know what to do in an emergency situation.	All Types
7.701.100 F8	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.	The record of the drill must include: the date and time of the drill, number of adults and children participating, and the amount of time it takes to evacuate.	<p>This is for the safety of all children and occupants of the camp, so occupants know what to do in an emergency situation.</p> <p>Document in Resources: Emergency Plan https://dcfs.my.salesforce.com/sfc/p/#410000012srR/a/41000000CgGx/cqQXi_N8L7EFvpVZt1ykWJUemMUSm nPAmo6VK5CNjV8</p> <p>Emergency Plan Appendices http://media.wix.com/ugd/97dde5_d9e585aad05e4157b39aec8235d95c32.pdf</p>	Children's Resident Camps



Regulation	Rule Text	Clarification	Rationale/ Resources	Program Type
			<p>This is a link to High Altitude Tips http://www.denver.org/about-denver/denver-resources/high-altitude-tips/</p>	
7.701.100 F9	<p>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.</p>	<p>Manufacturer recommendation is to install a carbon monoxide alarms on each level of the home, ideally on any level with fuel burning appliances and just outside of sleeping areas. Additional CO carbon monoxide alarms are recommended 5-20 feet from sources of CO, such as a furnace, water heater or fireplace.</p> <p>Choose locations free of obstructions, where the carbon monoxide alarm will stay clean and protected from adverse environmental conditions.</p> <p>Do not place the unit in dead air spaces or next to a window or door.</p> <p>Programs licensed as a Resident Camp are required to have a carbon monoxide detector if there is a heat source.</p>		All Types





COLORADO
Office of Early Childhood
Division of Early Care & Learning

Administrative Guide
Rules Regulating School-Aged Child Care Centers
7.712

Resources

What is an Adverse Licensing Action?

The Colorado Department of Human Services, Division of Early Care and Learning licenses more than 5,000 child care facilities throughout Colorado including Family Child Care Homes, Child Care Centers, Preschools, School Age Child Care, Neighborhood Youth Organizations, Day Treatment and Children's Resident Camps.

Child care licenses are permanent unless there is a legal action taken to revoke, suspend or place the license on a probationary status.

It is the goal of the Division of Early Care and Learning to ensure that children are in safe, healthy child care facilities by providing regular inspections and technical assistance to licensed child care facilities. When a child care facility has serious health and/or safety violations, legal actions may be taken against the child care facility.

What are the reasons for Adverse Actions?

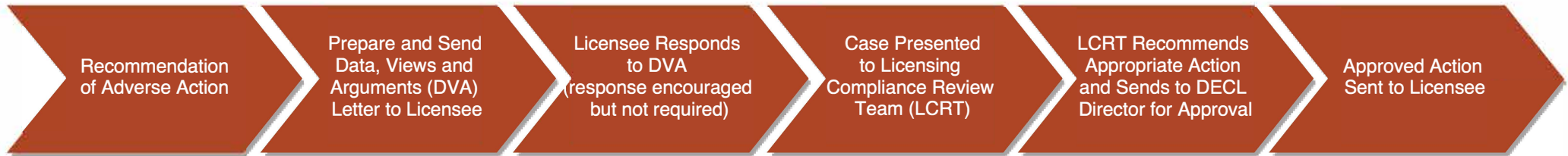
Colorado law, Section 26-6-104 and 26-6-108 (also known as the Child Care Licensing Act) defines the reason(s) the Department may seek a legal action against a child care license, including child abuse and neglect; certain drug charges; domestic violence; assault; furnishing or making false or misleading statements or reports; consistent violations of the rules and regulations or refusing an inspection.

What is the process for Adverse Licensing Actions?

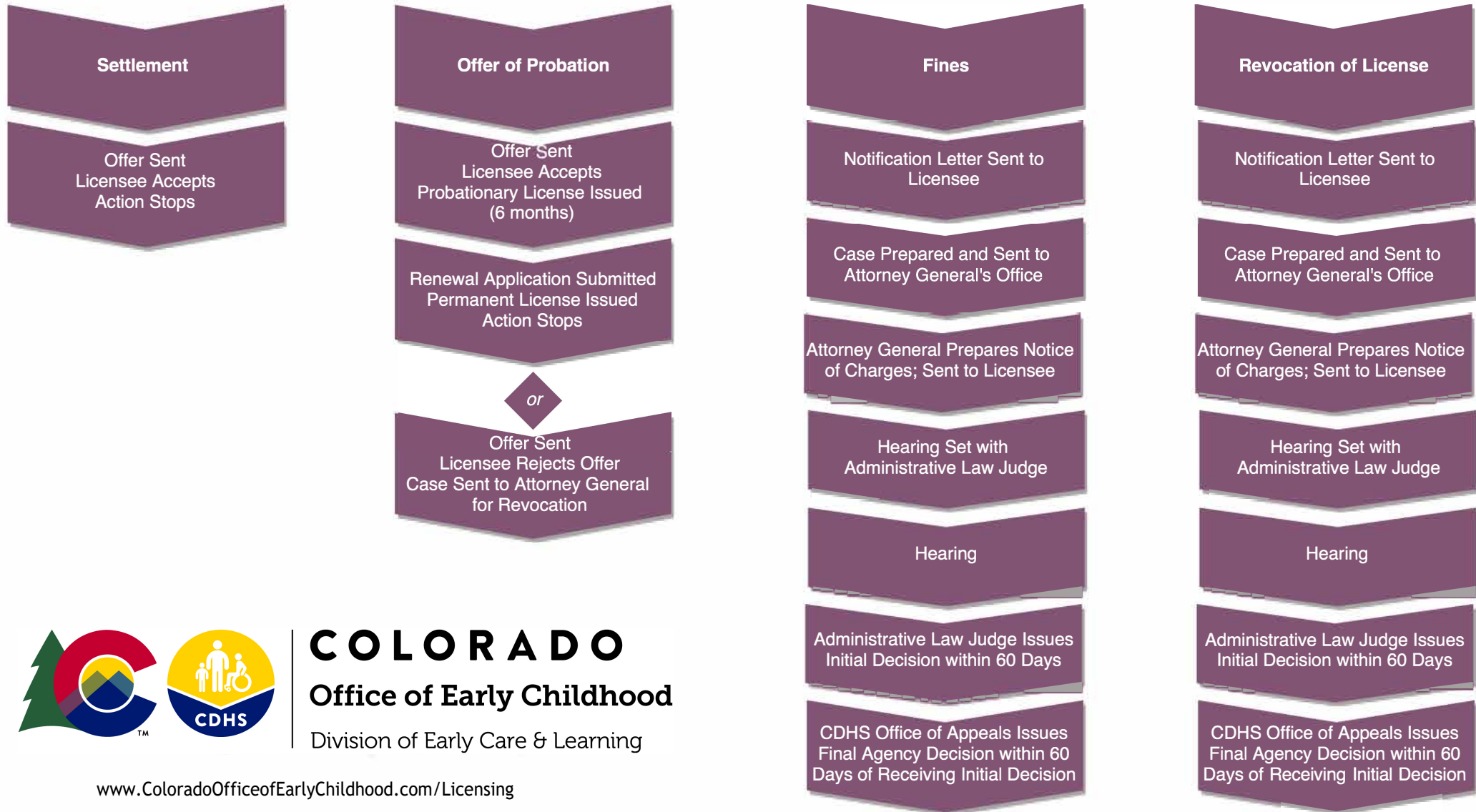
Once it has been determined that a licensee has violated the Child Care Licensing Act, the Licensing Specialist reviews the file and makes a recommendation. The file is sent to the Paralegal Licensing Compliance Specialist who prepares the Data, Views and Arguments (DVA) letter. Colorado law at Section 24-4-104(3)(a) requires that the Department notify the licensee of the facts of the case, in writing, as part of the "investigation." The licensee has the opportunity to respond to the Department's concerns. Once the written response has been received, the case is presented to the Licensing Compliance Review Team, who makes a recommendation for the appropriate action to the Director of the Division of Early Care and Learning.

When a license has been submitted for adverse licensing actions, the Licensing Specialist will conduct monthly inspections until there is a final outcome of the case. If the outcome is a probationary license, the Licensing Specialist will continue monthly inspections until the completion of the probationary time period.

ADVERSE ACTION FOR A CHILD CARE FACILITY LICENSE



ACTION OUTCOMES



COLORADO
Office of Early Childhood
 Division of Early Care & Learning

What is a Child Protection Investigation?

Each Colorado county has a Child Protection Investigation Unit, generally located in the local Human Services or Social Services Department. Child Protection investigates allegations of child abuse or neglect. Not every allegation is investigated. Each Child Protection Unit assesses every report made and determines which allegations need to be investigated.

What is involved in a Child Protection investigation?

Once the county opens the investigation, the Child Protection worker will come to the child care facility and interview any adults and children involved. The Child Protection Investigator may request the names, addresses and phone numbers of all parents and staff. The Investigator may go to the alleged victim's home (or school) to conduct an interview. The Child Protection worker is allowed to interview any child and any staff member alone, without the child care provider or parent present. Your Licensing Specialist may also attend the investigation with the Child Protection Investigator. Once all investigations are complete, the county Investigator will complete the Assessment Report.

Why does my Licensing Specialist do an inspection after the county investigation?

There are two parts to a county Child Protection investigation. The first part (Stage I) of the investigation is to identify if child abuse or neglect occurred. The licensing part (Stage II) is where the Licensing Specialist completes an investigation to identify if any violations of the rules and regulations occurred as a result of the child abuse or neglect allegation(s).

Who should report suspected child abuse?

Anyone working with children should report suspected or known child abuse or neglect. For more information, there is an online training available at <http://www.coloradocwts.com/mandated-reporter-training>. This training is required for all staff working in a child care facility and may be counted for two hours of ongoing training each year.

Temporary reassignment of work or administrative leave

Once the county has begun their investigation, the person who is the subject of the investigation should have their duties temporarily reassigned or be placed on administrative leave. This includes a family child care provider or resident of a family child care home per General Rule 7.701.54B.

Probationary License

Probation is a legal action where the permanent child care license is demoted to probationary status. The child care facility is offered and agrees to “probationary stipulations,” or conditions that the child care facility agrees to follow while on probation. Stipulations are unique to each license based on the reason for the adverse action. They may include additional training or special attention to specific regulations. The child care facility will be sent a yellow probationary license that must be posted in a location that is visible to anyone who enters the child care facility.

How long does probation last?

The child care facility is monitored for compliance of the specific stipulations each month for a minimum of six months. The child care facility is given a Report of Inspection at each inspection. These reports should be made available to parents or guardians upon request. This is also a time where the Licensing Specialist provides additional technical assistance and support to the child care facility.

Why are letters sent to families?

Colorado law at Section 26-6-108.8(1)(a) requires that the Department notify all parents and legal guardians of children enrolled at the child care facility of the reason for the adverse action as it relates to the health, safety and welfare of children in care at the facility. The child care facility must provide the Department with the names and mailing addresses of the parents or legal guardians of each child enrolled at the facility. The names and addresses are kept confidential.

What happens when probation is over?

Within three months of probation starting, the child care facility will receive a renewal application. The application must be returned, with the appropriate fee, before the end of the probationary period.

If the child care facility has successfully completed all of the probationary stipulations and the renewal inspection, the license may be approved for a permanent status.

If the child care facility has consistent violations of the probationary stipulations, any founded child abuse investigations, founded complaints, or fails to complete any of the training/course work listed on the probationary license, the application may be denied. The denial may include additional stipulations for another probationary term, or the denial may result in the immediate closure of the facility.

If the renewal application is denied without an offer of an additional probationary term, the child care facility has the right to a hearing with an administrative law judge.

Does the licensee have to accept an offer of probation?

No, the licensee does not have to accept the offer of probation; however, probation is a legal action and unless the Department and the licensee can agree on an alternate action or stipulations, the only other recourse is for the Department to seek revocation of the license.

Revocation of a License

Permanent child care licenses are the property right of the child care provider. When there are consistent violations of the licensing standards or a serious event occurs, the Department may request the revocation of the child care license. This is a legal action that requires a hearing before an administrative law judge.

What is the revocation process?

Once a determination has been made to revoke the child care license, the child care facility is notified in writing of the Department's intent to revoke and the file is sent to the Colorado Attorney General's Office. The attorney will prepare a Notice of Charges and send it to the child care facility for response. The attorney will also send a notice to the Colorado Office of Administrative Courts to schedule a hearing on the administrative law judge's docket.

Before the hearing, there may be an opportunity for the child care facility and the Department to discuss the case through a formal settlement. If no resolution can be made or if one or both sides do not wish to meet, then the hearing will be held.

What happens at the hearing?

Both the Department and the child care facility will have the opportunity to have witnesses testify at the hearing. The child care facility is not always required to have an attorney; however, the child care facility may want to consult with an attorney to see what rights they may be entitled to.

Once the hearing is finished, the administrative law judge has 60 days to review all transcripts and any documents entered into evidence during the hearing and make an initial decision. Both sides will have an opportunity to file exceptions. Then, the Department's Office of Appeals will review the administrative law judge's decision to determine if an appropriate decision was made and issue a final agency decision. This final agency decision will be effective within three days after the date issued.

The child care facility may continue to operate until there is a final agency decision regarding the license.

Informal Settlement

An informal settlement is offered through the Department when the licensee has satisfactorily corrected all violations which created the adverse action recommendation and has implemented appropriate processes above and beyond basic licensing requirements to ensure that the violation will not occur again. This action allows the child care license to remain permanent. The facility agrees to follow specific stipulations for a six month period of time.

Why offer a settlement?

The six month settlement is the opportunity for the Department to monitor and provide additional technical assistance without demoting the licensing to a probationary status. The child care facility is monitored for compliance of the specific stipulations each month for a minimum of six months. The child care facility is given a Report of Inspection at each inspection. These reports should be made available to parents or guardians upon request.

What happens when the settlement period is over?

If the child care facility has successfully completed all of the settlement requirements, the settlement will end with no further actions.

If the child care facility had consistent violations of the settlement stipulations, any founded child abuse investigations, founded complaints, or fails to complete any of the training/course work listed in the settlement, the child care facility may be referred for additional adverse actions.

Denial of a Child Care License Application

The Department may seek the denial of an original or renewal child care license application based on several factors.

The Department is required to process each application it receives, and it may not close an application for a child care license without written verification from the applicant.

In some cases, the Department may seek the denial of a child care license application. This includes situations where an applicant becomes non-responsive or cannot be contacted by the Department.

An application may also be denied when a licensee is seeking to renew a provisional or probationary license. The Department may choose to deny the renewal application due to the licensee's failure to comply with the requirements of the license or specific stipulations that were required during the probationary period.

The denial of an application is considered a negative licensing action under Colorado Law, and can be used as the basis for recommendations for additional adverse actions.

What happens if a child care license application is denied?

All child care license applicants have the right to a formal hearing if their application is denied by the Department.

If the renewal application for a licensee on probation is denied, the child care facility must close. The applicant must request a formal hearing with an administrative law judge within 30 days of receiving the denial notification to receive a formal hearing. The facility must remain closed until a final agency decision is issued, which may take 12-18 months.

If the renewal application for a licensee on probation is denied but includes a secondary offer of probation, the applicant may choose to accept the additional probation period. Once the additional probation terms are accepted, the Department will continue to monitor the child care facility for compliance with the specific stipulations listed on the probationary license. If the applicant does not accept the additional probation terms, the facility must close. The Department is committed to ensuring child care facilities are successful during the probationary period by providing additional support and technical assistance.

Why is it important to inform families of an adverse action?

The Department feels it is important to establish communication with families of children in licensed child care facilities to make sure they are informed about the health, safety and welfare of their child.

Colorado Law requires the Department to notify all parents and legal guardians of children enrolled at a child care facility following an adverse action, indicating the reason for the adverse action. Federal Law requires that Department post inspection reports for licensed facilities online at ColoradoShines.com. Reports are posted about 10 days after the inspection.

Summary Suspension of a License

The summary suspension of a license is an emergency action when the Department has reason to believe that there is imminent danger to children, including a confirmation of child abuse (physical, sexual or emotional), a summons or arrest for child abuse, unexplained serious injury, serious injury due to an act of neglect, or a fatality of a child (unless the coroner has determined it was due to natural causes). A license may be summarily suspended if the licensee refuses an inspection or refuses to cooperate with an inspection or investigation.

What is the process for a summary suspension?

Once the Department has been notified of imminent danger to children, the file is prepared and submitted to the Colorado Attorney General's Office, who prepares the suspension order. The order is then signed by the Office of Early Childhood Director and returned to the Colorado Attorney General's Office. A process server hand delivers the suspension to the child care facility.

How long may the child care facility remain open after the suspension has been served?

Once the order of summary suspension has been served at the child care facility, the facility must immediately call parents and guardians and close. After the suspension has been served, the Licensing Specialist will pick up the child care license.

What happens after the suspension?

The suspended child care facility will have an opportunity for an expedited hearing through the Colorado Office of Administrative Courts. The Attorney General's Office will prepare a Notice of Charges and send it to the child care facility for response. The attorney will also send a notice to the Colorado Office of Administrative Courts to schedule a hearing on the administrative law judge's docket.

Both the Department and the child care facility will have the opportunity to have witnesses testify at the hearing. The child care facility is not always required to have an attorney; however, the child care facility may want to consult with an attorney to see what rights they may be entitled to.

Once the hearing is finished, the administrative law judge has 60 days to review all transcripts and any documents entered into evidence during the hearing and make an initial decision. Both sides will have an opportunity to file exceptions. Then, the Department's Office of Appeals will review the administrative law judge's decision to determine if an appropriate decision was made and issue a final agency decision. This final agency decision will be effective within three days after the date issued.

The child care facility may not be in operation or care for any children unless the license is reinstated as a permanent or probationary license.

Fines

In addition to other sanctions allowed by Colorado law, any applicant, licensee or person providing child care without the required license is violating Colorado Law. Fines may also be issued for intentionally making any false statement or report to the Department or to any agency delegated by the Department to make an investigation or inspection as determined by Colorado Law. The fine is considered a civil penalty of not more than \$100 a day to a maximum of \$10,000.

Each day in which a person is in violation may amount to a separate offense. For example, each day an unlicensed provider is observed caring for more children than is allowed, or when a licensee is cited for not reporting suspected child abuse, each day of unlicensed care or each day the suspected abuse was not properly reported amounts to a \$100 fine.

To issue a fine, the Department is required to hold a hearing before an administrative law judge. The judge will issue an initial decision, which will then be reviewed by the Executive Director of the Colorado Department of Human Services, where a final agency decision will be made.

Injunction

Once the Department receives a complaint or information about an unlicensed, illegal child care program, the Department will investigate the allegation. If the individual or facility is providing child care that requires a license from the Department, the individual or the owner/operator of the facility is served a "cease and desist" order that provides information on Colorado child care licensing requirements and the penalties for operating without a license.

If the individual or facility continues to provide unlicensed, illegal child care, the Department, through the Colorado Attorney General's Office, may apply for an injunction in any District court to issue a court order preventing an individual from operating a child care facility without the required license.

If it is proven that the individual has been operating an unlicensed, illegal child care facility, the court shall issue an injunction order to the individual which prevents the individual from operating any unlicensed facility unless he or she obtains the required license.

If the individual who has been issued an injunction from the judge continues to provide child care, he or she is in violation of the court order and the judge may issue a bench warrant for contempt of court. This could result in the individual serving up to 180 days of jail time.

Child Care Licensing Fees



Original Applications and Continuations

- An Original application is required if this is the first time you are applying for a child care license. Original applications are also required if you want to change your license type, change your physical address or change your governing body. Visit the [Office of Early Childhood website](http://ColoradoOfficeofEarlyChildhood.com) to download an Original application.
- A Continuation is the annual renewal of your child care license. Continuation notices are mailed to providers 90 days prior to the one-year anniversary date listed on your child care license.
- The second page of this Licensing Fees document has information about making changes to your child care license.
- A NON-REFUNDABLE license fee is required for Original applications and annual Continuations. The fee for Original applications and Continuations is the same for all license types except Day Treatment Programs (see below). **Please include a check or money order payable to the Colorado Department of Human Services (cash is not accepted).** Include your license number in the memo, if you have one.
- If you have any questions, please call the Office of Early Childhood at 1.800.799.5876 or visit ColoradoOfficeofEarlyChildhood.com.

Family Child Care Homes <i>Original Applications and Annual Continuations</i>	July 1, 2019 until June 30, 2020	July 1, 2020 and Beyond
Family Child Care Home: 1-6 children	\$55	\$65
Family Child Care Home: 3 children under 2 years	\$55	\$65
Infant/Toddler Home	\$55	\$65
Large Family Child Care Home: 7-12 children	\$75	\$100
Experienced Child Care Provider (ECCP)	\$75	\$100
Family Child Care Home: 1-6 children	\$55	\$65

Note: Each family child care home license has different qualification requirements. Please review the child care licensing rules and regulations (available online at ColoradoOfficeofEarlyChildhood.com) to determine if you meet the minimum qualifications for the license type you wish to apply for BEFORE submitting your fee and application.

Non-Home Child Care Facilities <i>Original Applications and Annual Continuations</i> (Excludes 24-Hour Facilities)	July 1, 2019 until June 30, 2020		July 1, 2020 and Beyond	
	Base Fee	+ \$ per child	Base Fee	+ \$ per child
Max Capacity = 5-15 children	\$150	\$0	\$200	\$0
Max Capacity = 16-30 children	\$175	\$2	\$175	\$3
Max Capacity = 31+ children	\$250	\$2	\$300	\$3

Note: Non-home child care facilities include less than 24-hour child care centers, preschools, school-age child care centers, resident camps and neighborhood youth organizations.

Day Treatment Programs ONLY (24-Hour Facility)	July 1, 2019 until June 30, 2020	July 1, 2020 and Beyond
Original Application	\$665	\$884
Annual Continuation: 0-12 children	\$438	\$535
Annual Continuation: 13-25 children	\$716	\$875
Annual Continuation: 26-50 children	\$992	\$1,216
Annual Continuation: 51+ children	\$1,291	\$1,580

Child Care Licensing Fees



Change Requests and Duplicate Licenses

- You must submit a [Change Request form](#) if you want to make changes to your licensed space (e.g., add a basement, add or move a room, etc.), change the name of your business or add a new person to your license/home. DO NOT submit a Change Request if you want to change your license type, change your physical address or change your governing body (submit an Original application and fee instead).
- There is no additional change fee for changes submitted with your annual Continuation, however, a [Change Request form](#) and Continuation fee must be included when you return the Continuation notice (i.e., you are still required to pay the annual Continuation fee and correct capacity rate per child if you make changes to your license). Continuation notices are mailed 90 days prior to the one-year anniversary date listed on your child care license.
- Changes submitted without a Continuation notice must be submitted with the [Change Request form](#) and appropriate NON-REFUNDABLE fee. **Please include a check or money order payable to the Colorado Department of Human Services (cash is not accepted).** Include your license number in the memo, if you have one.
- The [Change Request form](#) is available online at ColoradoOfficeofEarlyChildhood.com. Please click the "For Providers" tab, and then select "Child Care Licensing and Administration." Finally, select the "Make Changes to a Child Care License" drop-down menu to download the Change Request form.

Change Type	Fee
Changes to the licensed space (e.g., adding a basement, adding or moving a room, etc.) <i>(Note: This is NOT the same as changing your address/physical location. Changing your address/physical location requires an original application)</i>	\$80
Change of licensed capacity Note: If you are <u>increasing</u> capacity, please include the \$80 change fee + a \$2 capacity fee per additional child. For example, if your current capacity is 25 and you want increase your capacity to 35 (10 additional children), include payment for \$100 (\$80 change fee + \$20 (\$2 per child x 10 additional children)). If you are <u>decreasing</u> your capacity, include payment for the change fee (\$80) only.	\$80 + \$2 capacity fee per additional child (for capacity increases only)
Change ages of children in care	\$80
Change facility/business name	\$40
Duplicate license	\$40
Change <u>mailing</u> address (Note: Change of address/physical location requires an Original application.)	\$40
Person living in the home is turning 18 (this requires fingerprinting, which is an additional cost)	\$0
New adult (not a spouse) is moving into the home (this requires fingerprinting which is an additional cost) <i>(Note: A new spouse requires an Original application because a new license is issued.)</i>	\$0
Adult child (18 or older) is moving back into the home (this requires fingerprinting, which is an additional cost)	\$0
New child, under 18, is moving into the home	\$0

If you have any questions, please call the Office of Early Childhood at 1.800.799.5876.



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Office of Early Childhood

Division of Early Care & Learning

Emergency Plan

Licensed Child Care Programs

3/31/2015





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INTRODUCTION

The information included in this packet is prepared for Family Child Care Homes, Child Care Centers, Preschools, School Age Child Care, Day Treatment and Children’s Resident Camps. It is intended to provide assistance in developing a detailed emergency plan for each individual child care facility. Since each child care facility is unique from the floor plan of the building to the number of children enrolled to the location, it is important that each child care program use this as a guide to creating an individual plan.

In most emergency situations, you will not have time to review your plan, so it is important that a comprehensive plan be developed and roles assigned before an emergency happens so each person who is assigned a role is familiar with the emergency plan in order to carry it out quickly and efficiently. Planning, preparation and practice are key to a successful response to an emergency situation. There are three steps to a successful emergency plan, prepare and respond.

PLAN

There is a rumor that Colorado averages 300 days of sunshine. While this may be slightly exaggerated, Colorado certainly has many bright sunny days, along with the occasional blizzard, hail storm, extreme heat or cold or tornado. Colorado has even experienced some mild earthquakes! So what should child care facilities be prepared for? In order to develop a plan, the child care facility must first identify the hazards and risks that are common to the Colorado community where the program is located. Below are emergency situations that may occur:

- Fire
- Flood
- Tornado
- Blizzard
- Large hail
- High wind
- Extreme heat
- Extreme cold
- Rock slide
- Avalanche
- Earthquake
- Pandemic flu event
- Hazardous materials
- Suspicious person/Intruder
- Bomb threat
- Wild Animal
- Utility Failure
- Missing or abducted child
- Drought
- Area lockdown
- Cyber attack
- Active shooter
- Medical emergency
- Reportable outbreak of communicable illness



Here are some links to help identify risks:

<http://www.coloradowildfirerisk.com/>, click on Public Viewer

<https://www.readycolorado.com/>

<http://disaster.colostate.edu/>

http://wsnet.colostate.edu/CWIS584/Lori_Peek/Data/Sites/1/1-research/projects/co_childcare_hazards/introandoverview.pdf

http://disaster.colostate.edu/Data/Sites/1/cdra-research/co_childcare_hazards/part-i.pdf

http://wsnet.colostate.edu/CWIS584/Lori_Peek/Data/Sites/1/1-research/projects/co_childcare_hazards/part-ii.pdf

http://wsnet.colostate.edu/CWIS584/Lori_Peek/Data/Sites/1/1-research/projects/co_childcare_hazards/part-iii.pdf

Depending on the emergency, there are several types of emergency procedures to implement:

Facility evacuation: Facility evacuation is used to remove children and adults from a dangerous situation or safety or protection. An example of a facility evacuation would be evacuating the building during a fire drill.

Shelter- In-Place: Keeping children and adults in place inside the building, and securing the facility for an immediate threat or emergency. Examples of shelter-in-place would include a tornado warning or poor air quality due to smoke from a wild fire.

Lock Down: Lockdown is used to protect children and adults inside a facility from a dangerous external threat. An example of a lock down situation would be an active shooter in the area.

Off-site evacuation: Off-site evacuation is used to move children and staff out of the entire area to a pre-designated shelter. An example of an off-site evacuation would be a gas leak in the neighborhood.

Evacuation away from the facility: Evacuation away from the facility is used to direct children and staff to an off-site location determined by a government agency in the



event of a threat to location. The child care facility may be directed to go to a Red Cross shelter instead of the facilities predetermined evacuation location. Examples of an evacuation away from the facility include a wild fire or flash flood.

Prepare

Now that you have had the opportunity to identify the potential hazards and risks that are unique to the child care facility and you are familiar with the different responses to emergencies, a comprehensive emergency plan should be developed addressing the hazards and potential hazards. When developing the emergency plan, the following should be considered:

1. Identifying the roles and responsibilities that adults will have during an emergency situation. Be sure the adult assigned a role is familiar with and understands their role in a successful emergency response.
2. Clearly establishing guidelines for how the emergency plan will be carried out.
3. Developing the procedure for how the child care facility will receive notification of an actual or impending emergency. Can the facility receive reverse 911 calls? Many counties now have the capability to send reverse 911 calls to cell phone numbers. If there is a block on the phone, this may prevent reverse 911 notifications. (<http://911colorado.org/emergency-notification-service/>)
4. Developing the procedure for how the child care facility will communicate the warning to all occupants of the building.
5. Scheduling a formal review of the emergency plan at least one time per year to ensure that no changes have occurred i.e.:
 - a. staff or other adults assigned a role are no longer at the child care facility
 - b. room arrangements have changed that affect the exit pattern
6. Developing the procedure for informing parents of the emergency.
7. Developing the procedure for keeping a current emergency telephone list for all staff, staff substitutes parents/guardians and local emergency services (911 may be overwhelmed or unavailable, also have the local emergency number).
8. Developing a plan to ensure children, parent and staff emergency contact information, children's emergency medical authorizations and health care plans are updated on a regular basis.
9. Identifying external emergency evacuation locations and a plan to move children and staff safely to the outside location.
10. Developing the procedure for responding to emergencies while outside the facility, whether on the playground or on a field trip.
11. Identifying and developing a plan to accommodate infants, toddlers and children with special needs or special health considerations.



12. Identifying an “all clear” signal that staff and children easily recognize.
13. Identifying list of responsibilities and assignments for adults/staff and alternates.
14. Developing a plan to reunify with parents/guardians after the emergency.

Emergency Planning Roles and Responsibilities:

In the midst of an emergency, it is difficult to assess the situation and act appropriately if primary roles and responsibilities are not previously assigned, practiced and implemented. Whether you are a Family Child Care Home Provider licensed for 6 children, or the director of a Children’s Resident Camp that is licensed for 800 children, there are roles and responsibilities that should be identified and assigned:

<p>Child Care Provider or Director of a facility</p>	<p>Develops the emergency plan for the child care facility. It can be helpful to create a team to assist with planning. The planning team could consist of the provider substitute, parents, other child care providers, local emergency personnel, family child care association, local Early Childhood Council.</p> <p>This emergency plan should consider all types emergency situations, evacuation and evacuation locations, addressing all ages and needs of children enrolled at the facility</p> <p>Address children with special needs or special health concerns</p> <p>A plan for reunification with parents.</p> <p>Identify who will be in charge during the emergency</p> <p>Assign emergency procedure responsibilities to staff or other adults. This may include enlisting the help from neighbors, parents or other community members during an emergency.</p> <p>Train staff to all phases of the emergency plan. Staff should be familiar with and can independently implement any aspect of the emergency plan. Each time a new staff member is hired; all emergency plans should be reviewed with the new staff. Emergency evacuations and drills should be practiced with every new employee. See Appendix G for floor plan information.</p> <p>Inform parents of all emergency procedures, including the locations of all evacuation sites and contact information. Consider having an out of town or out of state alternate contact who can relay information to parents and staff in the event that local landline or cell phone communications are down. Parents should be provided a copy of the plan, including emergency contact phone numbers, upon enrollment, annually when parents are updating children’s files and each time the plan is updated.</p> <p>Conduct regular safety checks of the child care facility, including building, playgrounds</p>
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and vehicles. These checks should include ensuring all exits are free and clear from any obstructions and are easily accessible, repair any safety hazards and know where to find all shut off valves for water, gas and electricity.

Maintain first aid and “Go Kits” <http://www.ready.gov/build-a-kit> or <http://hsema.dc.gov/page/make-emergency-go-kit>. Be sure your Go Kit includes items appropriate for the ages of children enrolled in your program. See Appendix E for a list of suggested Go Kit items.

Additional responsibilities should include clearly identifying roles for:

- Leading the evacuation and ensuring all children and adults have moved to a safe location.
- Checking each room, bathroom, closet to ensure all children and staff have been evacuated.
- Taking attendance of all adults and children to ensure everyone is accounted for.
- Ensuring the “Go Kit”, first aid kits and important papers (including sign in and out sheets) are taken during the evacuation or are immediately available during a shelter in place.
- Closing all windows, window coverings and doors, if this can be done safely and time allows.
- Guarding or locking exits (including windows) to prevent unauthorized entrance.
- Being the communication “point person” that will make and receive emergency calls, contact parents/guardians and responsible for providing updates as necessary.

**Family
 Child Care
 provider,
 teachers or
 other adults**

Participate in developing and implementing the emergency plan.

Participate in training and performing regular drills.

Keep classroom emergency exits free and clear of clutter and know all of the emergency evacuation locations for the child care facility.

Teach children emergency procedures. Children should be familiar with the evacuation and drill procedures so they are a matter of routine. When children are familiar with the procedures, they are less likely to panic and hide in an actual emergency. Evacuations and emergency drills should be practiced with children each



	time there is a new enrollment. Remain calm and support children during an emergency.
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Parents	<p>Participate in developing the emergency plan, if applicable.</p> <p>Update children’s emergency medical authorizations annually (more frequently if needed).</p> <p>Update children’s emergency contact information annually (more frequently if needed).</p> <p>Update children’s health care plans, emergency medication authorizations, and prescription medications annually (more frequently, if required).</p>
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Responding to Emergencies

How each child care responds to an emergency will be different, based on the location, the hazard and the needs of the children and staff at the child care facility. By creating and implementing a detailed emergency plan, adults and children can be better prepared. When possible, the emergency response should include:

- A safety plan for children including the procedure for ensuring that all children are actively supervised before, during and after an emergency.
- The procedure for identifying where children are before, during and after an emergency. Staff should be in the habit of taking name to face attendance and able to accurately identify the correct number of children present at all times as well as accurately report the number of children in care to first responders. This is critical information for first responders to have so they are not sending emergency personnel into a dangerous situation unnecessarily or not responding appropriately to a child or adult who may be unable to evacuate.
- Notification of the proper authorities (police, fire, gas company), including identifying who will be responsible for making the notification. Exhibit B for a sample phone list.
- Notification of parents/guardians including identifying who will be responsible for notifying parents/guardians.

The emergency plan should:

Identify what happens during and after the emergency and identify the resources necessary to respond to the situation. There may be different responses and resources



necessary depending on the emergency as well as the ages and abilities of the children enrolled at the child care facility.

Emergency Response	<p><u>Shelter- In-Place:</u></p> <p>If it is unsafe to evacuate children and adults outside the facility (i.e. tornado warning), children and adults should be moved into previously identified “safe” areas inside the building.</p> <p>If this is due to a tornado warning, the safe area(s) should be on the lowest level of the building (basement if possible), in interior rooms, away from doors and windows and if possible in smaller rooms with smaller ceiling spaces (large ceiling spaces such as gyms may fall more easily when exposed to high winds or shaking).</p> <p>Furniture and items mounted on walls should be secured so they do not fall on the occupants of the room.</p> <p>Protected areas may include: lowest level interior hallways, basement, closet, bathroom or other small interior windowless rooms.</p> <p>If there are no other areas, seek shelter using the interior wall of a room on the opposite side of the building from where the storm is approaching.</p> <p>If you need to shelter in place due to poor air quality from smoke or other toxins, close all windows, doors and air intakes. If possible, cover windows, doors and vents with thick plastic in order to keep the interior air as clear as possible.</p> <p>If the emergency is or has created a utility (electric or gas) outage, loss of heat or water, the following must be considered:</p> <ul style="list-style-type: none">• Will the utility failure be for a short period of time?• How will the program meet the need for heat in the winter? Are infants and toddlers in care? What is the plan to ensure that they are kept at a comfortable temperature?• When and how will parents be contacted?• Will there be alternate telephone service (landline and/or cell phones)• Are fire alarms affected?• Is there enough light to safely supervise children?• How will the program meet the requirements for diapering, toileting, hand washing, and dish sanitation?
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- If the electricity is out, can food be safely prepared and stored?
- How will children be kept safe and comfortable? Is there an adequate emergency supply of non-perishable food, water, blankets, flashlights, diapers, baby formula, clothing and other necessary items available on site.
- How will children be engaged during the emergency?

When to Shelter In Place:

Warning: Forecasters will issue warnings and quickly send out alerts of the imminent severe weather threat. A warning is an urgent message telling you that severe weather or flooding is imminent or is occurring. A Severe Thunderstorm Warning is issued for wind gusts of 58 mph or higher or for hail one inch in diameter or greater. A Tornado Warning is issued when tornadoes are imminent or occurring. A Flash Flood Warning is issued for rapidly developing life threatening flooding.

Watch: If severe weather becomes likely a watch will be issued to alert you of the chance for severe weather in or close to the watch area. If you are in or close to the watch area plan where you would go for shelter if severe weather should occur.

Other shelter in place situations may include high winds, hail or blizzard. These weather conditions may or may not require a special shelter area inside the facility.

Lock Down:

If there is an intruder/active shooter or other dangerous external emergency inside or immediately outside, as quickly and quietly as possible:

- Lock all internal and external doors and windows.
- A coded alert should be given to all adults that all doors should be locked, when possible.
- Children should be kept in rooms, away from doors and windows. If there is an internal room (closet, bathroom) inside the classroom, attempt to move the children into the room quickly and quietly. In a child care facility with a single classroom or in a family child care home, a closet or bathroom space may be the best available option.
- The designated emergency staff should contact police immediately.

Staff or other adults should only unlock doors when the all clear is signaled.

If this can be done safely, and depending on the threat, it may be possible to escape from the building when an intruder enters.



It is important to keep children as calm and quiet as possible, having some quiet activities or books can help keep children entertained and calm.

Facility/off site evacuation:

If the hazard is more widespread, it may be necessary to evacuate children and adults to a pre-determined location in a safe area. This pre-determined location should be planned in advance, should provide the child care facility with current contact information and should be aware that the facility is bringing children and adults to that alternate location. There should be multiple locations identified including at least:

- One within walking distance and
- Two outside of the child care facility neighborhood; these should be a minimum of two to five miles from the child care facility. Maps with driving and walking directions should be kept as part of the emergency plan and provided to the parents upon enrollment. See Appendix C for examples.
- The person responsible will let parents/guardians know that the evacuation occurred and where to reunite with children.
- When possible, the child care facility should get a signed agreement between each evacuation location and the child care facility. See Appendix F for sample agreements.
- If the facility will be transporting children, there should be adequate car seat or booster seats available and parents should be notified in advance of the child care facilities plan to transport, including evacuation locations. See Appendix D and Appendix H.
- If the transportation is not available or there is not adequate transportation to evacuate all children at one time, alternate transportation arrangements must be made in advance. Alternate arrangements can be made with neighbors, parents, public transportation. Emergency personnel may not be available to assist with transportation.
- In some emergency situations, transportation by vehicle may not be possible (such as during a gas leak) and children and adults may need to leave the child care facility by foot and walk to a location that is away from the danger.

Examples of an off-site evacuation would include gas leak or building/structure emergency (fire, broken pipes).

Evacuation away from the facility:

This evacuation type occurs when a governmental agency determines that an external hazard poses an imminent danger to the community are there is a high



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risk for the hazard to occur. This would include a pre-evacuation or mandatory evacuation order during a wild fire or flash flood situation. The child care facility will be directed by an agency to an evacuation location such as a Red Cross shelter. It is very important to note that before an emergency occurs, the child care facility should work with the local emergency responders so they know:

- Where to locate children in care
- The ages served and the capacity of the facility.
- Transportation may or may not be accessible depending on the type of emergency, the facility should be prepared to evacuate quickly, so a detailed transportation plan is essential. Emergency personnel may not be available to assist.
- Because this can be a quickly evolving situation, the first priority is to evacuate the children and adults and once located at the emergency location, parents can be contacted for reunification.
- Remember, landlines and cell phones may not be available, the use of an out of town or out of state alternate contact may be necessary to relay messages to and from parents.

Evacuation Levels:

Voluntary Evacuation: the hazard (in Colorado, usually fire or flood) is moving closer to you, a mandatory evacuation order may be issued at any time, now is the time to prepare for immediate evacuation-be ready to leave with less than 5 minute's notice.

Pre-evacuation: there is no immediate danger to your area but the hazard may be moving toward you-now is the time to get ready, prepare for possible evacuation.

Mandatory: Leave immediately. You will not be allowed to return until after the mandatory evacuation has been lifted by authorities.

Examples of evacuation away from the facility include due to wild fire or flash flood warning.

Shelter Agreements

Before the emergency, the child care facility should identify at least two alternate emergency evacuation locations.

- There should be one location that is outside of the child care facility neighborhood but within walking distance
- And at least one evacuation location that is two to five miles from the child care facility.



- Whether these locations are homes or businesses, a shelter agreement should be made with the homeowner or the business owner.
- Written directions and detailed maps that include walking and driving directions from the child care to the emergency evacuation location should be developed and maintained as a part of the emergency plan. See Appendix C for an example of a shelter agreement.

Kids on the go!

Whether the child care facility is a mobile program, outdoor based, travel trip, primitive camp or does off site field trips, the emergency plan should include:

- Identifying the potential hazards and responses for handling those emergencies. Think about the location of the children and staff, including a plan for sudden severe weather (lightening, high winds, hail, blizzard etc.) and where safe shelter can be located and how children and adults will be transported to the safe location.
- Emergency procedures for emergencies while on the road (vehicle breaks down or involved in an accident), including traveling with children's emergency medical authorizations, parent contact information, field trip authorizations, medications and medication authorizations and a list of children and staff present on the field trip.
- Emergencies involving staff-what is the plan if the approved driver is injured or becomes ill or incapacitated?
- Emergencies involving children-what is the plan if a child is injured, becomes ill or has an allergic reaction? Another consideration is for children from other states who are attending a program in Colorado. Not everyone is acclimated to Colorado's altitude and precautions should be taken. For more information please visit <http://www.denver.org/about-denver/high-altitude-tips/> or <http://guide.denverpost.com/lists/8-tips-avoid-mile-high-altitude-sickness/>
- For those programs who enroll children from other states, it is important that know that children may have difficulty adjusting to the higher elevations in Colorado. To prevent altitude sickness, children and adults need to drink plenty of water to prevent dehydration and take extra precaution in the sun. According to the Environmental Protection Agency (EPA), "UV intensity increases with altitude because there is less atmosphere to absorb the damaging rays. As a result, your chance of damaging your eyes and skin increases at higher altitude... At high altitudes the ultraviolet rays from the sun are more intense and



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therefore more damaging. Cautionary notes from those who live in high altitude areas include the observation that “sunburns at high altitude may also have a longer delay factor – they may not show up until you are more seriously burned than you would be at lower altitude. In other words, by the time you notice that you are turning pink you may be actually in the process of developing a second degree burn that will blister. Fair skin can begin to burn within half an hour, and two hours can burn you badly enough to give you trouble sleeping that night.” (<http://www.sunaware.org/2010/07/28/sun-protection-at-high-altitudes/>)

Family Reunification

The child care facility should take action in advance of any emergency to ensure that children will be reunited with parents/guardians once the immediate hazard has been cleared. In order to facilitate an efficient reunification, Child care facilities should make every effort to have on file and update at least annually, the emergency contact(s) for parents/guardians, as well as, at least one local emergency contact. The emergency contact information should include parent name, home address, work address, home, work and cell phone numbers as well as emergency contact name, address and phone number(s). Parents should know the locations and alternate locations for reunifying with children after an evacuation (remember, parents may not be able to get to the center to read a note posted to the door).

Included in the plan should be a detailed plan for the release of children that includes a mechanism for identifying parents, emergency contacts and other adults who may be attempting to pick up a child during an emergency (i.e. checking a state issued photo identification or will a the parent/guardian use a code or unique word? Will parents sign a specific form?). The plan should also address a procedure for caring for a child when, and to whom the child will be released if the parent, guardian and emergency contacts cannot be reached.

It is also important that there are alternate communication methods during an emergency. If cell phone and local landlines are unavailable, a secondary contact, preferably outside of the area should be available to relay messages to and from the child care facility.

Reporting Communicable Disease

Excerpt from the Colorado Public Health and Environment Infectious Disease in Child Care and School



Settings: https://www.colorado.gov/pacific/sites/default/files/DC_ComDis-Infectious-Diseases-in-Child-Care-and-School-Settings.pdf

By law, certain diseases and conditions are reportable to public health for surveillance purposes and so disease control measures can be implemented. Per Colorado regulation 6 CCR 1009-1 “Rules and Regulations Pertaining to Epidemic and Communicable Disease Control”, persons treating or having knowledge of a reportable disease, whether the disease is suspected or confirmed, must report the case to the state or local public health agency.

This includes schools and child care providers. A list of diseases and conditions reportable in Colorado is available on page 6 of the document, and also at the following website (this website also contains links to the Colorado statutes and regulations that address disease reporting): <https://www.colorado.gov/pacific/cdphe/report-a-disease>.

When a suspected or confirmed case is reported, public health agencies may conduct an investigation to confirm the diagnosis, assess treatment options (if applicable), determine the cause of the illness, and implement appropriate methods of disease control. Group outbreaks resulting from any cause, including foodborne outbreaks, must be reported to the state or local public health agency within 24 hours. For the purposes of public health reporting, an outbreak is defined as two or more persons ill with similar symptoms within a similar time frame. In an outbreak situation, the state or local public health agency will typically work with the child care facility or school to achieve the following:

- Control and prevent further spread of disease;
- Identify ill persons so they can receive proper treatment if indicated;
- Attempt to identify the source of the outbreak;
- Identify infection risk factors;
- Evaluate existing prevention strategies.

Child care facilities and schools can also contact the state and/or local public health agencies about infectious conditions that are not reportable, especially if the facility has questions about notifying parents, exclusion, and disease control measures.

Per the Colorado “Rules and Regulations Governing the Health and Sanitation of Child Care Facilities in the State of Colorado” (available at https://www.colorado.gov/pacific/sites/default/files/Regulation_Child-Care_2013.pdf), in addition to consulting with the state or local public health agency, child care facilities should also consult with their nurse consultant or child care health consultant about any type communicable disease issue, case, or outbreak. Child care facilities are inspected



routinely by either the state or local public health agency to ensure compliance with the health and sanitation regulations. These inspections are typically conducted by Environmental Health Specialists employed at the state/local public health agency. It is acceptable for a child care facility to report cases of illness or outbreaks to the Environmental Health Specialist who conducts the health and sanitation inspections. Typically, the Environmental Health Specialist will then consult with the public health nurse or epidemiologist within his/her public health agency to determine the best course of action.

To report a suspected or confirmed disease case or outbreak, please contact your local public health agency (contact information can be found at: <https://www.colorado.gov/pacific/cdphe/find-your-local-public-healthagency>), or CDPHE at (303) 692-2700 or 1-800-866-2759 (after-hours (303) 370-9395). To the extent it is available; the following information should be reported for all suspected or confirmed cases:

Diagnosis	Address	Laboratory test results
Patient's name	Phone number	Case suspected or confirmed
Date of birth	Parent/Guardian name	
Gender	Name and address of the responsible health care provider	
Race and ethnicity		

Appeals and Waivers

During time of emergency or disaster, child care facilities may request an emergency waiver of rules and regulations from the Colorado Division of Early Care and Learning, Licensing and Administration unit. The appeal/waiver request should include the facility name, license number, emergency situation, a safety and supervision plan and the number and ages of children affected. If the facility must relocate to a different location, on a temporary basis, the address of the temporary location must be included in the appeal/waiver request. If the facility is currently accepting Colorado Child Care Assistance at the time of the evacuation, providing the alternate address will expedite reimbursements. Examples of emergency waivers that may be considered:

- relocation of a child care facility to a temporary location due to a hazard at the current location



- accepting enrollments from other affected child care facilities
- exceeding capacities
- creating multi-age cohort models of classrooms consisting of well and sick children during a pandemic or epidemic event
- operating outside of normal business hours to accommodate emergency personnel schedules

Once an emergency appeal/waiver is approved, it is still the responsibility of the child care facility to provide for the health, safety, and welfare of enrolled children in care before, during and after the emergency situation.

For more information on Appeals and Waivers, visit the Colorado Office of Early Childhood website: <http://www.coloradoofficeofearlychildhood.com/#!/appeals-for-child-care-licensing/cy7f>. See Appendix K for the Appeal Form and Instructions.

Helping children deal with stress and trauma

Disasters can strike quickly and with very little warning. This can be frightening and traumatic for children, especially if they don't know what to do. During a disaster, children's routines become disrupted, especially if the child care facility or family had to relocate due to the emergency. Children may experience anxiousness, confusion, or experience fear. For example, when the tornado that affected Windsor in 2008 occurred, it was reported that as the summer progressed, children became anxious and fearful when storms approached. Many times, how the adults react in a situation determines how children react. If a child sees the adult react with fear, the child is more likely to become frightened; however, through practice and preparation, adults can react in a way that is responsive rather than chaotic, thereby lessening the stress and fear for children. Children will need to be reassured in a manner that is age and developmentally appropriate. Another way to help children during an emergency is to have them prepared before an emergency occurs. Practicing drills and emergency procedures will help reduce stress and the more familiar children (and adults) are with the emergency procedures, the more confident they will be during an actual emergency. See Appendix I and J for examples of drill logs; see Resource section for links to helping children deal with stress and trauma.



Resources

AAP Children & Disasters- Disaster preparedness information for physicians, families, children and others. www.aap.org/disasters

Administration for Children and Families early childhood emergency resources: <http://www.acf.hhs.gov/programs/ohsepr/early-childhood>

American Red Cross Training and Resources <http://www.redcross.org/prepare/disaster-safety-library>

Car Seat FAQ's <https://www.codot.gov/safety/seatbelts-carseats/carseats/parents/frequently-asked-questions.html>

Car Seat Inspection Stations: <https://www.codot.gov/safety/seatbelts-carseats/carseats/parents/fit-stations.html>

Car Seat resources: <http://www.safercar.gov/parents/Car-Seat-Safety.htm>

Car Seat Safety: <https://www.codot.gov/safety/seatbelts-carseats/carseats/parents/safety-recommendations.html>

Caring for our Children: <http://cfoc.nrckids.org/StandardView/9.2.4.3>

Caring for Our Children Emergency Preparedness Standards: <http://cfoc.nrckids.org/StandardView/StdNum/emergency+preparedness>

Child Care and Natural Hazards, Counties A-F, State of Colorado: http://disaster.colostate.edu/Data/Sites/1/cdra-research/co_childcare_hazards/part-i.pdf

Child Care and Natural Hazards, Counties G-M, State of Colorado: http://wsnet.colostate.edu/CWIS584/Lori_Peek/Data/Sites/1/1-research/projects/co_childcare_hazards/part-ii.pdf

Child Care and Natural Hazards, Counties N-Z, State of Colorado: http://wsnet.colostate.edu/CWIS584/Lori_Peek/Data/Sites/1/1-research/projects/co_childcare_hazards/part-iii.pdf

Child Care and Natural Hazards, State of Colorado: http://wsnet.colostate.edu/CWIS584/Lori_Peek/Data/Sites/1/1-research/projects/co_childcare_hazards/introandoverview.pdf



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Colorado Public Health and Environment Infectious Disease in Child Care and School Settings: https://www.colorado.gov/pacific/sites/default/files/DC_ComDis-Infectious-Diseases-in-Child-Care-and-School-Settings.pdf

Colorado.gov <https://www.colorado.gov/pacific/cdphe/planning-and-preparedness>

Colorado State Forest Service <http://www.coloradowildfirerisk.com/>

CSU Center for Disaster and Risk Analysis: <http://disaster.colostate.edu/>

FEMA for Kids <http://www.ready.gov/kids>

Federal Emergency Management Agency (FEMA): Information on different types of disasters and how to prepare, plan and recover from them. www.fema.gov

FEMA Basic Preparedness: www.fema.gov/media-library-data/20130726-1549-20490-2111/basic_preparedness.pdf

FEMA Family Communication Plan worksheet: http://www.fema.gov/media-library-data/0e3ef555f66e22ab832e284f826c2e9e/FEMA_plan_parent_508_071513.pdf

Find a Shelter App for Iphone <https://itunes.apple.com/us/app/american-red-cross-shelter/id419258261?mt=8>

Head Start National Center on Health Emergency Preparedness: <http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/health/center/ep> or <http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/health/ep/tip-sheets.html>

Preparing for influenza outbreak: Online Training Course - Influenza Prevention and Control: Strategies for Early Education and Child Care Programs <http://www.healthychildcare.org/flu.html>

Ready Colorado: <https://www.readycolorado.com/>

Ready.gov Build-A-Kit: www.ready.gov/build-a-kit (Available in a number of languages)

Red Cross: <http://www.redcross.org/prepare/disaster-safety-library> (includes resources in multiple languages)

Reverse 911 Notifications: <http://911colorado.org/emergency-notification-service/>

Wild fire risk: <http://www.coloradowildfirerisk.com/>, click on Public Viewer
CDC Carbon Monoxide Video <http://www.cdc.gov/CDCTV/QuietKiller/index.html>



References

American Academy of Pediatrics, American Public Health Association & National Resource Center for Health and Safety in Child Care. (2004). Emergency/disaster preparedness for child care programs. Applicable standards *In Caring for our Children: National Health and Safety Performance Standards: Guidelines for out-of home child care*. 2nd edition. Elk Grove Village, IL: American Academy of Pediatrics

Arapahoe/Douglas Mental Health Network, Children's Response to Trauma https://www.colorado.gov/pacific/sites/default/files/OEPR_Arapahoe-Douglas-Mental-Health-Network-Tips-on-Childrens-Responses-to-Trauma.pdf

Arapahoe/Douglas Mental Health Network, Coping with Tragedy https://www.colorado.gov/pacific/sites/default/files/OEPR_Arapahoe-Douglas-Mental-Health-Network-Tips-for-Coping-with-Tragedy.pdf

Arapahoe/Douglas Mental Health Network, What to Expect After Trauma https://www.colorado.gov/pacific/sites/default/files/OEPR_Arapahoe-Douglas-Mental-Health-Network-Tips-on-Reactions-of-Adults-to-Trauma.pdf

Caring for Our Children: <http://cfoc.nrckids.org/StandardView/9.2.4.3>

Center for Disaster and Risk Analysis, Colorado State University <http://disaster.colostate.edu/>

Center for Disease Control <http://emergency.cdc.gov/>

Child Care and Natural Hazards, State of Colorado, Part 1, Counties A-F http://disaster.colostate.edu/Data/Sites/1/cdra-research/co_childcare_hazards/part-i.pdf

Child Care and Natural Hazards, State of Colorado, Part 2, Counties G-M http://wsnet.colostate.edu/CWIS584/Lori_Peek/Data/Sites/1/1-research/projects/co_childcare_hazards/part-ii.pdf

Child Care and Natural Hazards, State of Colorado, Part 3, Counties O-Z http://wsnet.colostate.edu/CWIS584/Lori_Peek/Data/Sites/1/1-research/projects/co_childcare_hazards/part-iii.pdf



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Child Care and Natural Hazards, State of Colorado: http://wsnet.colostate.edu/CWIS584/Lori_Peek/Data/Sites/1/1-research/projects/co_childcare_hazards/introandoverview.pdf

Colorado Public Health and Environment Infectious Disease in Child Care and School Settings: https://www.colorado.gov/pacific/sites/default/files/DC_ComDis-Infectious-Diseases-in-Child-Care-and-School-Settings.pdf

Colorado.gov <https://www.colorado.gov/pacific/cdphe/planning-and-preparedness>

Colorado State Forest Service <http://www.coloradowildfirerisk.com/>

Federal Emergency Management Agency <http://www.fema.gov/>

General Services Agency (GSA) Emergency Preparedness Tool Box http://www.gsa.gov/graphics/pbs/Child_Care_Emergency_Preparedness_Toolbox.pdf

National Association of Child Care Resource and Referral Agencies <http://www.nrex.org/>

Oklahoma Department of Emergency Management <http://www.okc.gov/okcwx/sip.pdf>
Pennsylvania Emergency Management Agency <http://www.portal.state.pa.us/portal/server.pt?open=512&objID=4625&&PageID=480221&mode=2>

Post Disaster Reunification of Children: A Nationwide Approach, November 2013 <http://www.fema.gov/media-library-data/1384376663394-eef4a1b4269de14faff40390e4e2f2d3/Post+Disaster+Reunification+of+Children+-+A+Nationwide+Approach.pdf>

Ready Colorado <https://www.readycolorado.com/>

Ready Gov <http://www.ready.gov/kit>

Save the Children <http://www.savethechildren.org/atf/cf/%7B9def2ebe-10ae-432c-9bd0-df91d2eba74a%7D/Disaster-Preps-Issue-Brief-Final-1.pdf>

Sunaware.org <http://www.sunaware.org/2010/07/28/sun-protection-at-high-altitudes/>
(Published on 28 July 2010 by Mary Mills Barrow in 1 - AVOID Exposure)

The National Child Traumatic Stress Network <http://www.nctsn.org/trauma-types/natural-disasters>

The National Child Traumatic Stress Network <http://www.nctsn.org/>



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US Department of Homeland Security <http://www.dhs.gov/dhspublic/>

Appendix A

EMERGENCY CONTACT INFORMATION

Name of Facility:	License #
Phone Number:	Alternate Phone Number:
Location Address:	
Major Cross Streets:	

Name and phone number of contact person:
Alternate phone number of contact person:
Email:

Local contact name and phone number:
Email:

Local contact name and phone number:
Email:

Local contact name and phone number:
Email:

Out of area contact name and phone number:
Email:

Out of area contact name and phone number:
Email:

Date Revised:

Appendix B

CHILD CARE FACILITY EMERGENCY NUMBERS

Organization	Agency Name	Emergency Phone	Non-emergency phone
Medical Emergency		911	
Police		911	
Fire		911	
Emergency Rescue		911	
Local Hospital			
Poison Control		1-800-222-1222	
Division of Early Care and Learning			303-866-5948
Licensing Specialist		303-866-5948	
Emergency Contact			
Animal Control			
Division of Wildlife			
Local Red Cross			
Local Emergency Management			
Local Child Care Referral Agency			
Child Care Food Program			
Local Early Childhood Council			
Report a gas leak		911	
Report an power outage			
Report a water leak			
Insurance Company			

Appendix C

Evacuation Locations

Emergency Evacuation Location #1, within walking distance of the child care facility:

Name, address and telephone number of evacuation location #1:

Walking directions from the child care facility to evacuation location #1 (attach a map):

Alternate walking directions to evacuation location #1 (attach a map):

Emergency Evacuation Location #2, Two to Five (2-5) miles from the child care facility:

Name, address and telephone number of evacuation location #2:

Driving directions from the child care facility to evacuation location #2 (attach a map):

Alternate driving directions to evacuation location #2 (attach a map):

Emergency Evacuation Location #3, Two to Five (2-5) miles from the child care facility:

Name, address and telephone number of evacuation location #3:

Driving directions from the child care facility to evacuation location #3 (attach a map):

Alternate driving directions to evacuation location #3 (attach a map):

Appendix D

SAMPLE PARENT NOTIFICATION

Name of Facility: _____ License # _____

Address: _____

Major cross streets: _____ & _____

Phone number of Facility: _____

Name and Cell phone # of contact person: _____

Email: _____

Secondary contact phone # _____

Email: _____

In the event of an evacuation specific to the child care facility, the staff and children will evacuate the building and gather

at: _____

In the event of a local evacuation, the staff and children will be transported or walk

to: _____ located

at: _____

In the event that the child care facility must be evacuated due to an emergency in the immediate area, the staff and children will be transported

to: _____ located

at: _____

**In the event that the staff and children are evacuated to a shelter due to a pre-evacuation or mandatory evacuation location every attempt will be made to inform parents of the shelter location as soon as staff and children have been safely evacuated.

Parent name

Date

Parent Signature

Appendix E

Portable Go-Kit Checklist

(Each classroom should have at least one backpack kit)

In case of an emergency evacuation, it is critical that every classroom and the administration maintain a “go kit,” which is a self-contained and portable stockpile of emergency supplies, often placed in a backpack and left in a readily accessible but secure location so that it is ready to “go.” The child care facility disaster plan should reference the go kits and note the personnel who is responsible for maintaining and replenishing them. The Shelter in Place kit should contain everything in the short term emergency list in addition to those items listed in the shelter in place column. Go to <http://www.ready.gov/kit> for more information.

	Go Kit-Short Term Emergency (easily carried in backpack or other portable container)	Emergency Kit-Shelter in Place (prepared for up to 3 days)
Administrative Papers	<ul style="list-style-type: none"> ✓ Attendance list ✓ Emergency information on each child in a small notebook or on cards including: list of children by classroom that includes children’s special or medical needs ✓ Current children’s emergency medical authorizations ✓ Current list of staff ✓ Emergency plans and number ✓ Relocation site agreements and Maps ✓ Copy of emergency procedures ✓ Emergency Transportation Permission ✓ Essential financial/continuity of business records for facility placed on external drives 	<ul style="list-style-type: none"> ✓ Attendance list ✓ Emergency information on each child in a small notebook or on cards including: list of children by classroom that includes children’s special or medical needs ✓ Copy of emergency procedures ✓ Current children’s emergency medical authorizations ✓ Current list of staff ✓ Emergency plans and number ✓ Copy of emergency procedures
Water	<ul style="list-style-type: none"> ✓ One gallon of water for every four children/staff 	<ul style="list-style-type: none"> ✓ ½ gallon of water per child and 1 gallon per adult, enough for approximately 3 days ✓ Water purifications tablets/regular bleach/eye dropper/cheesecloth
Food	<ul style="list-style-type: none"> ✓ Non-perishable food items such as granola bars and crackers ✓ Formula and jarred baby food for infants ✓ Disposable cups 	<ul style="list-style-type: none"> ✓ Non-perishable food items such as canned fruit and meat ✓ Appropriate eating utensils ✓ Special food for infants ✓ Manual can opener
Clothing and Bedding	<ul style="list-style-type: none"> ✓ Diapers/wipes(and plastic bags for disposal) ✓ Extra children’s clothing ✓ Infant and child size blankets 	<ul style="list-style-type: none"> ✓ Diapers/wipes(and plastic bags for disposal) ✓ Change of clothes per person ✓ Extra bedding/blankets ✓ Extra children’s clothing
First Aid	<ul style="list-style-type: none"> ✓ Small, portable first aid kit ✓ Any needed medications 	<ul style="list-style-type: none"> ✓ Large first aid kit ✓ Any needed medications

Sanitation	<ul style="list-style-type: none"> ✓ Diapers and wipes (and plastic bags for disposal) ✓ Toilet paper ✓ Hand sanitizer ✓ Paper towels/moist towelettes 	<ul style="list-style-type: none"> ✓ Diapers and wipes (and plastic bags for disposal) ✓ Hand soap ✓ Plastic bags (varied sizes) ✓ Toilet paper ✓ Hand sanitizer ✓ Paper towels/moist towelettes
Comfort	<ul style="list-style-type: none"> ✓ At least one age appropriate play activity/books ✓ Blankets 	<ul style="list-style-type: none"> ✓ Several age appropriate play activities/books ✓ Blankets/soft comfort items
Safety	<ul style="list-style-type: none"> ✓ Evacuation crib/strollers/wagons with heavy duty wheels for transporting infants and toddlers ✓ Flashlight with batteries ✓ Pencils and paper ✓ Battery operated radio ✓ Whistle to signal for help ✓ Tarp or ground cover 	<ul style="list-style-type: none"> ✓ Flashlight with batteries ✓ Matches and candles ✓ Duct tape, plastic sheeting and scissors (for sheltering-in-place) ✓ Utility knife (stored safely away from children) ✓ Pencils and paper ✓ Battery or hand crank radio ✓ Whistle to signal for help ✓ Wrench or pliers to turn off utilities and instructions for shutting off utilities, if necessary
Communication	<ul style="list-style-type: none"> ✓ Weather radio and extra batteries ✓ Battery operated or hand crank radio ✓ Cell phone w/ extra charger ✓ Cash/coin/calling card/credit card 	<ul style="list-style-type: none"> ✓ Walkie-talkie ✓ Pens/pencils and paper ✓ Battery operated or hand crank radio ✓ Weather radio and extra batteries ✓ Cell phone w/ extra charger ✓ Non electric landline phone

First Aid Kit Checklist

Items:	Date Replenished
Band-Aids	
Tissue/Kleenex	
Hand sanitizer	
Disposable gloves	
Sterile gauze pads, flexible rolled gauze and tape	
Triangular bandages	
Thermometer	
Cold pack	
Small splints	
Safety pins	
Eye dressings	
Sterile saline solution	
Soap	
Re-sealable plastic bags (one gallon size) for soiled materials	
Pen/pencil and notepad	
Emergency phone numbers	
Emergency medications or supplies prescribed for each child with special health needs	
Current First Aid Guide (Academy of Pediatrics or American Red Cross)	

Appendix F

SAMPLE EMERGENCY RELOCATION SHELTER AGREEMENT

I hereby give permission for _____ (child care facility) to use _____ my home or _____ my business located at:

_____ as an emergency evacuation location. I understand there may be: _____ (#) adults and _____ (#) children evacuated to this location.

Contact Name: _____

Contact Phone # _____ Email: _____

If this is a business location, normal hours of operation: _____

Major cross streets _____ & _____

Directions from child care facility to relocation shelter:

This agreement will remain in effect until _____ (date). The agreement may be terminated only with written notification to each party.

Printed Name of Child Care Facility Representative

DATE

Signature of Child Care Facility Representative

Printed Name of Shelter Representative

DATE

Signature of Shelter Representative

Appendix G

Create a detailed interior and exterior floor plan of your facility that includes:

- All rooms used by children
- All emergency exits
- Evacuation meeting place outside of the building
- Interior rooms/areas (without windows, on the lowest level of the facility, if possible)
- Location of Go kits
- Location of first aid kits
- Location of all fire extinguishers
- Location of portable records and files
- Location of shut off valves for gas, electricity and water

Appendix H

EMERGENCY TRANSPORTATION PLAN

Date

Name of Child Care facility:	
Address:	
Contact Person	Phone Number

Total capacity of child care facility:
Infants under the age of 1 year:
Toddlers under the age of 2 ½ years:
Preschool children between 2 ½-5 years:
School Age children between 5-18 years:
Total # of staff:

Are there enough vehicles to evacuate all children and staff safely? ___yes ___no

Are there enough car seats? ___ yes ___ no

How many car seats will be necessary to safely transport children?

Rear-facing _____ (Regardless of weight, children under 1 year old are required to be in a rear-facing seat and secured in the back seat of the vehicle).

Forward-facing _____ (Child must be at least 20 pounds to sit in a forward-facing seat. The seat that is used must be used correctly and follow the weight/height limits according to the manufacturer's instructions).

Booster Seats _____ (Regardless of age, restrain your child in a car seat or booster seat until they are about 57" (4'9"). A child's height is the best predictor of proper seat belt fit).

Is there alternate transportation immediately available? ___yes ___no

If not, who will provide transportation? _____

**Appendix K
APPEAL FORM**

Date: _____ License #: _____

Facility Name: _____

Facility Location Address: _____ City/Zip: _____

Facility Mailing Address: _____ City/Zip: _____

Your Name: _____ Telephone No. _____

Check Type of Facility:

- | | |
|-------------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Family Child Care Home | <input type="checkbox"/> School-age Child Care Center |
| <input type="checkbox"/> Child Care Center | <input type="checkbox"/> Day Treatment |
| <input type="checkbox"/> Preschool | <input type="checkbox"/> Children's Resident Camp |

Licensed Capacity and Ages: _____

License Dates if Provisional/Probationary: _____

OR Anniversary Date if Permanent License: _____

Date of last visit by a representative of this Department: _____
(Attach copy of Report of Inspection)

What is the date this hardship was created? _____

Pandemic Appeal Request date: _____

***Note: Request for waiver must be submitted within 60 days of the date on which the rule allegedly was too stringently applied or created the hardship.**

List the specific rule(s), BY NUMBER, for which waiver is requested and briefly describe the issue(s).

Please describe the specific hardship to you, or the children and families of your community that compliance would create.

Print using black or blue ink. If additional space is needed, please use an 8 ½ x 11 sheet of paper. Do not write on reverse side of this sheet of paper.

Instructions for Completing the Appeal Form

1. Please complete the form on the reverse. Attach any additional information you feel the panel may need as they consider your request.

Family Care Homes must attach the “Weekly Schedule of children’s attendance” form. Family Child Care providers must also include any children under the age of 12 who are also residents of the family child care home.

Below is a listing of exhibits or information you may attach for the appeal panel to consider:

Current Report of Inspection	
Detailed letter from you	Staffing patterns
Floor plan of the facility	Letters from affected parents
Documentation re: education, experience	Letters of support
Health or Fire Department Inspection	Photos
Any other pertinent information	

2. Send the completed form and any attachments to the address below:

Child Care Licensing Appeal Panel
Division of Early Care and Learning
Colorado Department of Human Services
1575 Sherman Street, 1st Floor
Denver, Colorado 80203-1714

3. Appeals are heard by the panel the month after they are received. Decision letters are mailed approximately 10 days after the panel meets. Panel meetings are paper review only and personal testimony is not heard. Be sure that you are including all information you want considered for this meeting.
4. Consult the General Rules for child Care Facilities at 7.701.13 for more information or contact your licensing worker if you have any questions about this form or the appeal process.

Note: If the form is not completed properly and all relevant information included it will cause a delay in a decision regarding your waiver request.

The information contained in this request for a waiver is accurate and all relevant information has been included. I understand that providing false information to the Colorado Department of Human Services could result in my being fined as much as \$100 a day to a maximum of \$10,000. **THIS FORM MUST BE SIGNED AND DATED TO BE PROCESSED.**

Signature

Date