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**INTERPRETIVE GUIDE  
CHANGES EFFECTIVE  
OCTOBER 1, 2009**

**UPDATE #1 - p. 38**

■ **470 IAC 3-4.7-21 Director qualifications**

Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 21. (a) The director shall be a minimum of twenty-one (21) years of age.

(b) Each child care center must employ a qualified person to carry out the responsibilities of the director.

(c) The director shall meet one (1) of the following minimum education and experience qualifications:

(1) A bachelor of arts or bachelor of science degree from an accredited college or university in early childhood education or elementary education with a kindergarten endorsement and grades of C or better.

(2) Any bachelor of arts or bachelor of science degree from an accredited college or university must include one (1) of the following:

(A) Fifteen (15) credit hours in college level courses with documented content relating to the needs, skills, development, or teaching methods of children six (6) years of age or younger and grades of C or better.

(B) A CDA.

(3) A two (2) year associate's degree in early childhood education from an accredited college or university, with a grade of C or better and a minimum of three (3) years of experience in an early childhood program.

(d) All directors who were employed as a director prior to December 1, 1985, are exempt from the specific educational requirements for this position provided that his or her position continues as a director at that child care center.

◆ Intent:

To ensure that the director has sufficient maturity, education, training, and experience to plan and administer a child care program, supervise center personnel and respond appropriately to a range of operational issues. The director plays a pivotal role in ensuring the day-to-day smooth functioning of the Center within the framework of appropriate child development principles and knowledge of family relationships. College level course work has been shown to have a measurable, positive effect on quality child care, whereas experience itself has not. According to Tout, Zaslow, and Berry in *Critical Issues in Early Childhood Professional Development (2006)* and the *National Child Care Staffing Study*, teacher who have formal *college-based* educations have been shown to be able to create higher quality environments for children. The experience requirement is intended to ensure relevant experience in working with children in an early childhood program.

○ Assessment Method:

- Review the Center's licensing record to determine if the director meets the educational and where appropriate, the experience qualifications.
- If the director claims exemption from the educational requirements, check the personnel file for documentation of date of employment.
- (2) (A) – Carefully review the college transcript. If the college transcript does not clearly signify that a particular course is related to meeting the needs of children age 6 and under, a course description must be used to verify that it qualifies.
- (2) (B) – CDA signifies Child Development Associate Credential.

▲ Threshold of Compliance:

Failure to meet one of the options of this rule is evidence of noncompliance, unless the director is grandfathered from compliance with the rule in provision (d).

- Application for initial license - An initial license shall not be issued until the Center provides documentation for a qualified interim or permanent director.
- Licensed Center – The noncompliance is to be included in the POI. The plan of correction must show how the Center can temporarily comply with this rule until a qualified director is hired in compliance with the rule.
- Refer to Rule 11. If the Center has employed a new director since the previous inspection without immediate notice to the Division, the Center will also be in noncompliance with this rule.

Note:

If a director does not meet the education requirements of rule (c), the following conditions will be required before a variance is considered:

1. The director candidate must have five (5) years of experience in a licensed center or licensed home or Head Start program.
2. The candidate must provide proof of enrollment in an accredited college or university program designed to meet the educational requirements of these rules.
3. The candidate must agree to complete a minimum of nine (9) credit hours annually.

All variances are considered on an individual basis.

*A director that has a Bachelor Degree in elementary education without a kindergarten endorsement will also be accepted.*

**UPDATE #2 – p. 39**

■ **470 IAC 3-4.7-25 Lead caregiver qualifications**

Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 25 (a) Lead caregivers shall have a minimum of one (1) or the following:

- (1) A current CDA credential.
- (2) A Bachelor of Arts or Bachelor of Science degree in early childhood education or elementary education with a kindergarten endorsement and grades of C or better from an accredited college or university:
- (3) A Bachelor of Arts or Bachelor of Science degree from an accredited college or university that includes one (1) of the following:
  - (A) Fifteen (15) credit hours in college level courses with document content relating to the needs, skills, development, or teaching methods of children six (6) years of age or younger and grades of C or better.
  - (B) A two (2) year associate's degree in early childhood education from an accredited college or university, with a grade of C or better.

(b) Lead caregivers that do not meet these qualifications shall:

- (1) have eight (8) hours additional in-service training per year appropriate to the age group with which the caregiver is working;

◆ Intent:

To ensure the understanding that these hours are obtained while lead caregiver is enrolled in a program to meet the lead caregiver requirements and do not exempt the lead caregiver from working to meet the requirements.

- (2) enroll in one (1) of the educational programs listed in subsection (a) within one (1) year of becoming a lead caregiver; and
- (3) provide documentation showing successful completion of at least six (6) credit hours per year.

◆ Intent:

A lead caregiver is responsible for planning and supervising one (1) group of children in the center. This rule is intended to ensure that the individual in this position has sufficient maturity, education, training and experience to plan and administer activities for that group while attending constantly to the needs of each child in that group as well as to the needs of the group as a whole.

○ Assessment Method:

- Ask the director or designee for the names of the lead caregivers for each classroom
- Check the Center's personnel files (or licensing record for a renewal or monitoring inspection) to determine if the individual meets the minimum educational qualifications.
- If the individual does not meet the minimum requirements, review the training file for documentation of 8 hours of in-service training for that year in addition to the 12 hours required by 470 IAC 3-4.7-35.
- If the employee has been in this position for more than one (1) year and does not meet the requirements, check the file for documentation that she/he is enrolled in an educational program listed in subsection (a) and has completed at least 6 hours per year.

- If the Center has a variance for a lead caregiver, check the training file for documentation of the training required in the approved variance.

▲ Threshold of Compliance:

Documentation of compliance with the qualifications for all lead caregivers, including compliance with a variance, is evidence of compliance with the rule.

Note:

If a lead caregiver is pursuing a CDA credential through a non-credit CDA training process (not through a college or university), the Center shall submit a variance request to the Division for the lead caregiver; a minimum of 60 hours training per year is required.

*A lead caregiver that has a Bachelor Degree in elementary education without a kindergarten endorsement will also be accepted.*

**UPDATE #3 - p. 70**

■ **470 IAC 3-4.7-71 Field trips**

Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 71. (a) The center shall comply with all sections of this rule during field trips.

◆ Intent:

To protect children in the event of injury during the trip, emergency treatment permission forms shall be taken on all field trips for children and staff.

(b) Caregivers shall account for all children before, during, and after field trips.

(c) The center shall obtain written parental permission for each child prior to participation in a field trip.

◆ Intent:

To protect the safety of children on field trips away from the controlled environment of the Center, as defined in 470 IAC 3-4.7-1-(34). Field trips provide children with first hand experiences in the community but require careful planning and adequate staff supervision. Often safety risks are not fully predictable and staff must be well prepared for any problem which may occur. The Center shall have written parental permission for each child prior to each field trip and shall be diligent about accounting for children at all times, using whatever method works for staff to be able to account for all children before, during and after field trips.

○ Assessment Method:

- Review staff procedures for field trips for compliance with conditions as specified,

- Ask Director and staff including supervision and safety of the children.

▲ Threshold of Compliance:

The Center is in compliance if there is evidence that all requirements are met. A finding of noncompliance may be the result of a complaint.

*Programs may obtain written parental permission to take children on neighborhood walks at the beginning of the program year. This would be a blanket permission form signed by parents to provide the center permission to take the children off the licensed premises for a walk with no particular destination.*

*Programs may obtain written parental permission to take children on neighborhood walks to an area park or specific location on a scheduled basis at the beginning of the program year. This would be a blanket permission form signed by parents to provide the center permission to take the children off the licensed premises for a walk to a particular destination provided the permission form includes the destination and day of the week the child's class would be going (i.e. the 3 year old class will walk to Lion's Park each Tuesday morning). If a change of days is needed, the classroom would be required to post a notification of the change.*

*All other field trips require written parental permission for each trip. Parents may sign a form for several planned field trips at one time, provided the form lists each specific trip, the date, time, and a spot to mark yes/no with parent signature and date at the bottom.*

**UPDATE #4 – p. 153**

■ **470 IAC 3-4.7-140 Toddler feeding**

Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

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

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

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

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

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

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

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

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

○ Assessment Method:

- *If a toddler takes a bottle, rule 134(j) applies to toddlers as well. Any child being given a bottle must be held by the caregiver. Children may hold their own bottle, but must be in the arms of the caregiver to insure a safe and caring feeding routine.*

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

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

◆ Intent:

To clarify that food can be individually plated in the kitchen and transported to the classroom in a sanitary manner or plated in the room in a sanitary manner one at a time as each child is called to the table.

(k) Caregivers must provide appropriate size eating utensils.

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

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

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

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

◆ Intent:

To ensure that toddlers are offered a nutritionally adequate diet in a safe environment which helps the child establish positive attitudes toward eating.

- Toddlers need special equipment to eat safely. Highchairs can present a hazard, so low tables or appropriately sized feeding tables are preferable. Wide bases on highchairs provide a low center of gravity and prevent tipping. A safety strap keeps the child from standing while eating.
- Self feeding allows toddlers to decide for himself or herself how much food to eat, allowing them to practice doing things for themselves. It also permits the proper development of motor skills and eating habits.
- Adults shall provide supervision at all times during feeding.

○ Assessment Method:

- Ask Director and staff about the procedures for feeding toddlers.
- Observe at mealtime to see how toddlers are seated; not whether safety straps are in use.
- Observe other conditions as specified.