

**Highlights of Center Based Child Care and Preschool Program Regulation Revisions
Effective September 1, 2020**

Regulation #	Changes
1.3.1	These rules will go into effect for all initial applications for licensure as a Center Based Child Care and Preschool Program received on or after September 1, 2016 <u>20</u> .
1.3.2	<p>These rules will go into effect for all Center Based Child Care and Preschool Programs with a current license to operate an Early Childhood Program or with a current license to operate a Children’s Day Care for Non-Recurring Clientele on September 1, 2016<u>20</u> with the exception of the specific following rules:</p> <ul style="list-style-type: none"> ● 3.7.1 (Emergency Planning) of these regulations; ● 3.7.3 (Sheltering in Place) of these regulations; ● 5.6.2 (Medication Administration Training) of these regulations; and ● 7.4 (Annual Professional Development) of these regulations. <p style="padding-left: 40px;">Licensees who hold a current license to operate an Early Childhood Program or with a current license to operate a Children’s Day Care for Non-Recurring Clientele on September 1, 2016, have until September 1, 2017 to come into full compliance with these specific requirements.</p>
1.3.3	<p>Staff employed at the Center Based Child Care and Preschool Program holding a position as of August 31, 2016 who do not meet of the qualifications and experience as in the rules in section 7.3 of these regulations, for the position may retain that position until September 1, 2018; provided:</p> <ul style="list-style-type: none"> ● The staff file documents the employee’s start date in that position; ● Documentation on how the employee met their job title, in accord with the applicable regulations on August 31, 2016; ● The staff person’s Individual Professional Development Plan (IPDP) includes how compliance of requirements in the rules in section 7.3 of these regulations will be met by September 1, 2018; ● The staff person maintains employment at the Center Based Child Care and Preschool Program in the same position; and ● The staff person meets the requirements to the rules in section 7.3 of these regulations by September 1, 2018.
1.3.4 <u>3</u>	All licensees who hold a current license to operate a <u>Center Based Child Care and Preschool Program</u> an Early Childhood Program or a Non-Recurring Care Program on September 1, 2016 <u>20</u> shall read these finalized rules and ensure full understanding

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	of these rules prior to September <u>December 1, 2017</u> 20 by attending a Child Development Division (CDD) approved training on these rules.
1.3.5	Licensees who hold a current license to operate an Early Childhood Program or with a current license to operate a Children’s Day Care for Non-Recurring Clientele on September 1, 2016, may be issued a Provisional License if they are unable to come into full compliance with these rules by September 1, 2017, at the discretion of the Division, and if the requirements in the rules in section 2.3.7.2 of these regulations are met.
2.2.31	“Northern Lights Career Development Center at Community College of Vermont” referred to as the “NLCDC-Northern Lights at CCV” in these rules, is Vermont’s professional development system for early childhood and after school professionals.
2.2.35	<u>“Pattern of non-compliance” means an increased number of licensing visits with repeated systemic violations with immediate and/or direct impact on the health, safety, and development of children; and/or there are three (3) or more violations with similarities that indicate systemic non-compliance over time.</u>
2.2.5 23	<u>“Staff” means all persons employed by or substituting at the CBCCPP as a program director, teacher, teacher associate, teacher assistant, trainee, classroom aide, or seasonal staff. If a licensee (such as Head Start) has a contractual relationship with another entity (such as a school supervisory union) to provide an individual to the licensee to serve as staff within the licensee's CBCCPP and who will not be employed by the licensee, these individuals may be defined as staff and shall have all CBCCPP regulations pertaining to staff apply. Documentation of this contractual relationship shall be maintained at the CBCCPP.</u>
2.3.7.2.1	A provisional license may be issued when the Division determines that: there is no serious risk to the health, safety, and well-being of the children, and <ul style="list-style-type: none"> • An emergency occurs that affects a licensee’s ability to be in substantial compliance with regulations; • The licensee has applied for approval of a change that impacts their license; • <u>The licensee has a pattern of non-compliance with these regulations;</u> • The licensee has applied for renewal and is not in substantial compliance with regulations; or • An individual has submitted a new application for licensure and full compliance has not been determined.

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<u>2.3.7.2.3</u>	<u>A provisional license shall replace a full license when the Division determines that one (1) of the conditions specified in the rule 2.3.7.2.1 of these regulations has been met. Upon issuance of a provisional license, the full license shall be expired by the Division.</u>
2.3.8.2.11	<p>Only persons prohibited under rule 2.3.8.2.7 of these regulations or 2.3.8.2.6 of these regulations for the following reasons are eligible to request a variance:</p> <ul style="list-style-type: none"> • A conviction of fraud; • A drug related offense committed during the preceding five (5) years; • A conviction of a misdemeanor offense against another person consisting of: <ul style="list-style-type: none"> ○ Violence; ○ Other bodily injury; or • <u>A person found by a court to have abused, neglected or mistreated a child, elderly or disabled person, or animal; or</u> • Other information known to the Department. <p>These individuals may operate or be employed in a CBCCPP only when the prospective licensee and the person involved, have obtained a written variance from the Commissioner, or designee. The prospective licensee and the involved person shall request a variance by submitting evidence of suitability or rehabilitation to the Commissioner, or designee. The burden of proof is on the prospective licensee and the involved person.</p>
2.3.8.8	<p>The prospective licensee shall ensure that the drinking water system complies with the <u>lead water testing requirements in the Vermont Water Supply Rule and have a first draw test for lead analyzed by a Drinking Water Laboratory certified by the State of Vermont according to 18 V.S.A. §501b Chapter 24A and all relevant Vermont Department of Health lead water testing regulations. Bottled water for drinking, cooking purposes, and brushing teeth shall be provided until such time as at least one (1) outlet meets the Vermont standards and is in compliance with CBCCPP rule 5.10.2.1.2.</u></p> <ul style="list-style-type: none"> • Results shall meet Vermont standards. • Water may be remedied and retested to ensure potability if any test(s) are elevated.

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	<ul style="list-style-type: none"> • Bottled water for drinking shall be provided until such time as the drinking water system meets Vermont standards. • Information from this water test shall be included in the initial application.
2.3.8.12.2	Zoning approval for the CBCCPP shall be properly recorded in the municipal office in which the CBCCPP is located, and a copy provided to the Division in the initial application. <u>A CBCCPP located in an approved public or independent school building shall be exempt from providing documentation to the Division in the initial application.</u>
2.3.9.8	If the results of the test for lead in the drinking water equaled or exceeded acceptable limits at the time of initial licensure, the licensee shall ensure that a flush sample is analyzed once every 365 days by a Drinking Water Laboratory certified by the State of Vermont according to 18 V.S.A. §501b. Documentation from this water test shall be maintained on-site.
2.3.10.4.1	All annual requirements related to background check requirements, staff qualifications, and annual professional development, lead poisoning prevention, <u>and</u> insurance, and drinking water testing as specified in the rules in section 2.3.9 of these regulations;
<u>2.3.10.4.2</u>	<u>A licensee shall ensure that the drinking water system complies with the lead water testing requirements according to 18 V.S.A. Chapter 24A and all relevant Vermont Department of Health water testing regulations. Bottled water for drinking, cooking purposes, and brushing teeth shall be provided until such time as at least one (1) outlet meets the Vermont standards and is in compliance with CBCCPP rule 5.10.2.1.2.</u>
2.6.1	<p>If the Division takes any of the following actions or intended actions:</p> <ul style="list-style-type: none"> • Revokes a full or provisional license to operate; • Denies approval of a provisional license; • Denies approval of a full license; • <u>Replaces a full license with a provisional license;</u> • Cites a violation of regulation(s) in a site visit report; • Denies a request for a variance; or • Deems a variance null and void, <p>the Division shall notify the licensee in writing with appropriate notice, including the factual evidence the Division believes warrants the action or intended action and specify the licensee’s right to appeal the decision and request a hearing.</p>

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3.4.4.1	<p>The program director shall maintain a complete and up-to-date enrollment file on-site for each child enrolled in the CBCCPP. A complete file shall contain, at minimum, the following information:</p> <ul style="list-style-type: none"> • A completed child’s admission form signed and dated by the parent that includes the first date the child attended the CBCCPP and the days and hours the child is regularly scheduled to attend the CBCCPP; • The child’s name, current home address, and current home telephone number; • <u>Identification of child's home language</u>; • The child’s date of birth; • Name, address, and all applicable current telephone numbers for parents; • Name, address, and all applicable current telephone numbers for at least two (2) other people designated by the parents as emergency contacts; • Names for all persons authorized to pick the child up from the CBCCPP; • Record of an annual physical and health history as required in the rule 5.1.2 of these regulations that includes the name and telephone number of the child’s primary health care and dental care providers (if the child has a dental care provider); • A description of any special medical, developmental, emotional, or educational needs of the child including allergies, existing illnesses or injuries, previous serious illnesses or injuries and any prescribed medication including those for emergency situations; • Written authorization from the parent for the CBCCPP to be able to obtain emergency medical care and transportation; • Child’s immunization record or Vermont Department of Health approved exemption document as required in the rules in section 5.1.3 of these regulations; • Written permission from parents for the CBCCPP to transport the child, if transportation is provided, as required in the rule 5.10.6.6.1 of the regulations; • Written permission from parents for the child to participate in swimming activities, if swimming activities are a part of the program, as required in the rule 5.10.5.1 of these regulations; • If applicable, a copy of court orders on custody and visitation arrangements as required in the rule 3.6.4 of these regulations; and

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	<ul style="list-style-type: none"> • If applicable, any obvious injuries discovered and documented on daily health check as required in the rule 5.3.2 of these regulations.
3.4.4.2	Each child’s file shall be complete with all required information within the first week that the child begins to attend care. The required annual physical shall be obtained within forty-five (45) days of enrollment as required in rule 5.1.2 of these regulations. <u>School age children visiting a CBCCPP within the public school building, of which they are a student, shall be exempt from needing to have a child's file as required in rule 3.4.4.1 of these regulations.</u>
3.4.5.1	<p>A licensee shall maintain a complete and up-to-date personnel file for staff working at the CBCCPP. A complete file shall contain, at minimum, the following information:</p> <ul style="list-style-type: none"> • Name, date of birth, home address and telephone number; • Copies of current first aid and CPR certification; • Signed statement verifying understanding of legal requirement to report suspected child abuse and neglect; • Documentation of a current Records Check Authorization form; • Documentation of having read and having ready access to a current copy of applicable child care licensing regulations; • Administration of Medication training certification (if applicable); • Signed statement verifying current job title and supervisor’s name; • Application for employment including references or reference checks; • Employment start date; • Documentation of completed Orientation Training; • Employment end date and reason for leaving, if applicable; • <u>IPDP (Substitutes filling a staff position for less than thirty (30) consecutive days within a 365 day period shall be exempt); and</u> • <u>Written annual performance reviews (Substitutes filling a staff position for less than thirty (30) consecutive days within a 365 day period shall be exempt).</u>
3.4.5.4	<u>When the licensee maintains off-site records, the licensee or designee shall also maintain a legally notarized affidavit onsite, signed by the licensee or designee, testifying that each personnel file required for staff, auxiliary staff, and partner staff contains</u>

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	<u>all records as required in the rules 3.4.5.1 – 3.4.5.3 of these regulations. The licensee shall permit representatives of the Division to have full access to off-site records to verify documentation.</u>
3.4.6.1	The licensee shall maintain a record of the date of each evacuation drill as required in the rules in section 3.7.2 of these regulations that includes the number of children and staff evacuated, time taken to evacuate, and notation of the drill conducted while children were sleeping or resting. Evacuation records shall be kept for two (2) years. <u>When the CBCCPP counts lock-down drills as allowed in the rules in section 3.7.2 of these regulations, the licensee shall maintain a record of the date of each lock-down drill, the number of CBCCPP children and staff who participated, and note that the drill performed was a lock-down drill.</u>
3.4.7.3	Within six (6) months of the initial date of employment, z staff <u>and auxiliary staff left alone with children and/or counted in staff/child ratio as specified in the rule 6.2.1.8 of these regulations</u> working with children, and the program director shall maintain an up-to-date BFIS Quality and Credential Account. Documentation, verification of qualifications, z and all annual professional development activities as specified in the rules in sections 7.3 and 7.4 of these regulations shall be submitted to NLCDC <u>Northern Lights at CCV</u> to be verified and maintained in BFIS.
3.7.2.2	The licensee shall ensure that evacuation drills are conducted at least once a month, and children and staff are evacuated in under three (3) minutes. <u>Licensees of a CBCCPP located within a public or independent school building may count a lock-down drill performed while the CBCCPP is in operation in place of a monthly evacuation drill with the CBCCPP children and staff and at least three (3) of the monthly drills conducted within 365 days shall be evacuation drills.</u>
5.6.2	The program director shall ensure that only staff, who have completed a training course approved by the Division, administer medication in the CBCCPP. <u>With written parental permission, a school age child may self-medicate under the direct supervision of staff who meets the training requirement within this rule.</u>
5.9	<u>Children with Special Health Care Needs, Disabilities, and/or English Language Learners</u>
5.9.2	Staff shall plan for the full and successful inclusion of children with special health care needs, disabilities, and/or <u>English Language Learners</u> . An individual child’s plan shall be developed with the child’s parents and staff. The plan shall address any health or other particular needs of the child.
5.9.3	Adaptations and accommodations shall be made in activities, adult-child interactions, teaching strategies and materials when needed to support the particular needs and positive development of children with special health care needs, disabilities, and/or <u>English Language Learners</u> .

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5.10.1.3.4	The licensee shall ensure that <u>any outlets used for drinking, cooking purposes, and brushing teeth</u> drinking water is potable by meeting Vermont's <u>legally enforceable drinking water standards</u> at all times or shall provide bottled water for drinking . <u>Bottled water for drinking, cooking purposes, and brushing teeth shall be provided until such time as at least one (1) outlet meets Vermont's legally enforceable drinking water standards and is in compliance with CBCCCPP rule 5.10.2.1.2.</u>
5.10.1.10.5	Devices that diffuse or emit airborne chemicals such as anti-pest strips, ozone generators, plug-in air fresheners, nail polish, nail polish remover, and aerosol sprays shall not be used in the CBCCCPP.
5.10.1.13.2	The program director shall ensure that a list of the following phone numbers is posted or located near the phone along with 911 and the directions to the CBCCCPP: <ul style="list-style-type: none"> • Police; • Fire; • Ambulance/Rescue Squad; • Poison Center (1-800-222-1222); • Child Development Division; • <u>Interpreter Service (when needed for enrolled children)</u>; and • Child Abuse Hotline 800 number. <p style="margin-left: 40px;">Child specific information:</p> <ul style="list-style-type: none"> • Parental contacts; • Emergency contacts; and • Doctor contact information.
5.10.2.2.3	If the CBCCCPP uses a dishwasher provides meals, <u>a the dishwasher</u> shall be installed and operated according to the manufacturer's recommendations.
5.10.2.3.1	The CBCCCPP shall have a refrigerator to keep perishable foods at 40°F or colder and a freezer to maintain frozen food at 0°F or colder. Food stored in the refrigerator, including lunch boxes, shall be stored in a manner that allows the free circulation of cool air. All refrigerated foods shall be covered.

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5.10.2.3.2	<u>The CBCCPP shall ensure that perishable food provided by home is stored in insulated lunch boxes with at least two (2) ice packs. The CBCCPP shall ensure that perishable food provided by home is stored in a refrigerator as specified in the rule 5.10.2.3.1 of these regulations when the perishable food is not stored in an insulated lunch box, and/or not stored with at least two (2) ice packs.</u>
5.11.6.8	<u>Open containers of ready-to-feed or concentrated formula shall be covered, refrigerated, and discarded after forty-eight (48) hours if not used. Freshly mixed powder or liquid concentrate shall be covered, refrigerated, and discarded after twenty-four (24) hours if not used. Unused portions of formula or breast milk that was offered to the infant shall be discarded after each feeding or after one (1) hour without refrigeration. Open containers of ready to feed or concentrated formula shall be covered, refrigerated, and discarded after forty eight (48) hours if not used. Unused expressed breast milk shall be discarded after forty eight (48) hours if refrigerated, after two (2) weeks if frozen.</u>
5.11.6.9	<u>Unused portions of breast milk that was offered to the infant shall not be served again and shall be labeled as expired, refrigerated, and returned to the parent after each feeding. Freshly expressed breast milk which has not been fed to the infant may be stored at room temperature for no more than four (4) hours. After which it shall be refrigerated or fed to the infant. Unused, stored breast milk shall be returned to the parent after ninety-six (96) hours if refrigerated and after six (6) months if frozen.</u>
6.2.1.8	<p>Auxiliary Staff, of the CBCCPP who do not meet qualifications as defined in the rules in section 7.3 of these regulations, shall not be left alone with children and shall not count in staff/child ratios. <u>Auxiliary Staff of the CBCCPP, who hold at least a current Vermont Agency of Education license with one of the following endorsements, may be left alone with children and may be counted in staff/child ratio for no more than one (1) hour per day to provide education or supervision within the scope of their license:</u></p> <ul style="list-style-type: none"> • <u>Art;</u> • <u>Associate School Nurse;</u> • <u>Early Childhood Special Education;</u> • <u>Educational Speech Language Pathology;</u> • <u>English Language Learner;</u> • <u>Music;</u> • <u>Physical Education;</u> • <u>Principal;</u> • <u>School Counselor;</u> • <u>School Librarian;</u>

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	<ul style="list-style-type: none"> • <u>School Nurse;</u> • <u>School Psychologist;</u> • <u>Social Worker;</u> • <u>Teacher of the Deaf and Hard of Hearing; and/or</u> • <u>Teacher of the Visually Impaired.</u>
6.2.4.6	When a substitute fills a staff position for thirty (30) or more <u>consecutive</u> days within a 365 day period, the substitute shall be fully qualified for the position he/she fills and shall no longer be considered a substitute but is considered a full staff person subject to all requirements for staff in these regulations.
6.2.7.4.2	6.2.7.4 No form of inappropriate discipline or corporal punishment shall be used with children such as but not limited to: 6.2.7.4.2 <u>Restricting a child’s movements or actions through use of physical force, binding, tying, or use of any other mechanical restraint, or using medication without written parental permission, without following the medicine’s label, and/or without following medical prescription;</u>
6.3.2	Activities shall be adapted for children with disabilities <u>and/or for children who are English Language Learners</u> to reach the goals described in the child’s IEP, CIS One Plan, or the equivalent.
7.1.2.1	<u>The licensee shall ensure that at least one (1) staff who has successfully completed and is currently certified in pediatric first aid and in infant and child CPR is on the premises at all times children are present.</u>
7.1.2.2	Staff who are counted in the staff/child ratios <u>and auxiliary staff left alone with children and/or counted in staff/child ratio as specified in the rule 6.2.1.8 of these regulations</u> shall obtain training in pediatric first aid and <u>in infant and child CPR</u> within <u>three (3)</u> six (6) months of beginning work in the CBCCPP and remain currently certified.
7.1.3	Orientation of Staff The licensee, in consultation with the program director, shall establish written program policies and procedures and provide these to staff <u>and to auxiliary staff left alone with children and/or counted in staff/child ratio as specified in the rule 6.2.1.8 of these regulations</u> during an orientation training session approved by the Division prior to being left alone with children. Trainees under eighteen (18) years of age <u>and other staff not left alone with children</u> shall complete the orientation training within at least

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	<p>one (1) month of their first date of working with children. Complete written information and the orientation training session shall include:</p> <ul style="list-style-type: none"> • Basic knowledge of child growth and development; • Routine and emergency health protection of children including health related exclusions; • Safety and sanitation requirements including handling and storage of hazardous materials and disposal of bio contaminants; • Positive behavior management; • Supervision of children; • Child accident and injury procedures including building and physical premises safety; • Safe sleep practices; • Administration of medication requirements; • Emergency and evacuation requirements; • Nutrition and food safety including prevention of and response to emergencies due to food and allergic reactions; • Recordkeeping; • Transportation and child passenger safety; • Release of children; • Respectful engagement of families; • Preventing, recognizing, and reporting child abuse and neglect; including information about the signs and symptoms of sexual abuse, sexual violence, grooming processes, recognizing the dangers of child sexual abuse, and other predatory behaviors of sex offenders; • Recognition of and response to the symptoms of common childhood illnesses; • Preventing the spread of infectious disease; • Providing developmentally appropriate activities and experiences for children; • Inclusion of children with special needs; • Guidelines for volunteers, partner staff, auxiliary staff, and business managers; • Responsibility to comply with current applicable licensing regulations; • Staffing requirements to include opening and closing; and

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	<ul style="list-style-type: none"> • Ensuring children have extra clothes and diapers available.
7.2.8.5	<p>Only persons prohibited under rule 7.2.7 of these regulations or under rule 7.2.6 of these regulations for the following reasons are eligible to request a variance:</p> <ul style="list-style-type: none"> • A conviction of fraud; • A drug related offense committed during the proceeding five (5) years; • A conviction of a misdemeanor offense against another person consisting of: <ul style="list-style-type: none"> ○ Violence; ○ Other bodily injury; or • <u>A person found by a court to have abused, neglected or mistreated a child, elderly or disabled person, or animal; or</u> • Other information known to the Department. <p>These individuals may operate or be employed in a CBCCCPP only when the licensee and the person involved, have obtained a written variance from the Commissioner, or designee. The licensee and the involved person shall request a variance by submitting evidence of suitability or rehabilitation to the Commissioner, or designee. The burden of proof is on the licensee and the involved person.</p>
7.4.1	<p>The program director shall ensure within six (6) months of starting work in the CBCCCPP, staff shall have an Individual Professional Development Plan (IPDP). This shall be documented in the individual’s BFIS Quality and Credential Account or in the staff file on site. IPDPs shall be updated at least once every 365 days. <u>Substitutes filling a staff position for less than thirty (30) consecutive days within a 365 day period shall be exempt.</u></p>
7.4.3	<p>All professional development activities shall meet all criteria as defined by NLCDC <u>Northern Lights at CCV</u> and shall be verified and documented in the individual’s BFIS Quality and Credential Account. Professional development hours may be applied toward meeting the individual’s IPDP.</p>
7.4.4	<p>All staff shall complete fifteen (15) clock hours of annual professional development activities as required in the rule 7.4.2 of these regulations. <u>Substitutes filling a staff position for less than thirty (30) consecutive days within a 365 day period shall be exempt.</u></p>
7.4.5	<p>Staff who hold a current Vermont Agency of Education teaching license with an endorsement <u>as required in sections 7.3.1 and/or 7.3.2 of these regulations in Early Childhood Education, Early Childhood Special Education, or Elementary Education</u> shall use</p>

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	their current teaching license as documented verification of completing professional development requirements in the rule 7.4.34 of these regulations. This current <u>Vermont Agency of Education</u> teaching license shall be verified and documented in the individual's BFIS Quality and Credential Account.
7.4.6	Staff who hold a current Vermont Agency of Education teaching license with an endorsement <u>as required in sections 7.3.1 and/or 7.3.2 of these regulations in Early Childhood Education, Early Childhood Special Education, or Elementary Education</u> shall use their current teaching license as documented verification of completing the IPDP requirement in the rule 7.4.1 of these regulations. This current teaching <u>Vermont Agency of Education</u> license shall be verified and documented in the individual's BFIS Quality and Credential Account.
7.5.3	Staff shall receive a written annual performance review from his/her supervisor. Performance recommendations shall be incorporated into IPDPs. <u>Substitutes filling a staff position for less than thirty (30) consecutive days within a 365 day period shall be exempt.</u>
7.6.6	A licensee shall maintain a complete and up-to-date personnel file for the business manager. A complete file shall contain, at minimum, the following information: <ul style="list-style-type: none"> • Name, date of birth, home address and telephone number; • Signed statement verifying understanding of legal requirement to report suspected child abuse or neglect; • Documentation of a current Records Check Authorization form; • Documentation of compliance as in the rule 7.6.12 of these regulations; • Job description; • Application for employment; • Employment start date; • Documentation of completed Orientation Training; • Employment end date and reason for leaving, if applicable.
7.6.12	The licensee shall obtain references for the business manager as required in the rule 7.5.1 of these regulations.
8.1.1	The CBCCPP is exempt from the rule 3.4.4.1 of these regulations, however the licensee shall maintain a complete and up-to-date enrollment file on-site at the CBCCPP. A complete file shall contain, at minimum, the following information:

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	<ul style="list-style-type: none"> • A completed child’s admission form signed and dated by the parent that includes the first date the child attended the CBCCPP; • The child’s name, current home address and current home telephone number; • <u>Identification of child's home language</u>; • The child’s date of birth; • Name, address, and all applicable current telephone numbers for at least one (1) other person designated by the parents as an emergency contact; • Names for all persons authorized to pick the child up from the CBCCPP; • A health history provided by the parent that includes the name and telephone number of the child’s primary health care and dental care providers (if the child has a dental care provider). A description of any special medical, developmental, emotional, or educational needs of the child including allergies, existing illnesses or injuries, previous serious illnesses or injuries and any prescribed medication including those for emergency situations; • Written authorization from the parent for the CBCCPP to be able to obtain emergency medical care and transportation; • Written permission from parents for the CBCCPP to transport the child, if transportation is provided, as required in the rule 5.10.6.6.1 of the regulations; • Written permission from parents for the child to participate in swimming activities, if swimming activities are a part of the program, as required in the rule 5.10.5.1 of these regulations; • If applicable, a copy of court orders on custody and visitation arrangements as required in the rule 3.6.4 of these regulations; and • If applicable, any obvious injuries discovered and documented on daily health check as required in the rule 5.3.2 of these regulations.
8.2.1	<p>Notwithstanding onsite staff documentation for application for employment, references, and written annual performance reviews from rule 3.4.5.1, the licensee shall maintain a legally notarized affidavit on site, signed by the licensee or designee, testifying that each staff file contains these records as required in the rule 3.4.5.1 of these regulations. The licensee shall permit representatives of the Division to have full access to off site records to verify documentation.</p>

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Regulation #	Changes
8.2.1	<p><u>The PSPP is exempt from the rule 3.4.5.1 of these regulations, however the licensee shall maintain a complete and up-to-date list of staff in the PSPP's BFIS Account and staff's BFIS Quality and Credential Account shall contain, at minimum, the following information:</u></p> <ul style="list-style-type: none"> • <u>Name, date of birth, home address, and telephone number;</u> • <u>Copies of current first aid and CPR certification;</u> • <u>Signed statement verifying understanding of legal requirement to report suspected child abuse and neglect;</u> • <u>Documentation of a current Records Check Authorization form;</u> • <u>Documentation of having read and having ready access to a current copy of applicable child care licensing regulations;</u> • <u>Administration of Medication training certification (if applicable);</u> • <u>Employment start date; and</u> • <u>Documentation of completed Orientation Training.</u>
8.2.2	<p><u>The PSPP is exempt from rules 3.4.5.2 and 3.4.5.3 of these regulations, however the licensee shall maintain a complete and up-to-date list in the PSPP's BFIS Account of auxiliary and partner staff that shall contain, at minimum, the following information:</u></p> <ul style="list-style-type: none"> • <u>Name, date of birth, home address, and telephone number;</u> • <u>Signed statement verifying understanding of legal requirement to report suspected child abuse or neglect; and</u> • <u>Documentation of a current Records Check Authorization form.</u>
8.2.3	<p><u>The PSPP is exempt from the rule 5.11.1.1 of these regulations, however the licensee shall develop and implement a written procedure concerning meals and snacks. This procedure shall be posted where it will be clearly visible to all parents. It shall include:</u></p> <ul style="list-style-type: none"> • <u>A description of all food services provided;</u> • <u>Usual time of snacks and meals;</u> • <u>Policies and procedures related to food allergies, religious dietary requirements, and other special needs; and</u> • <u>Policies and procedures for safe eating habits.</u>

**Highlights of Center Based Child Care and Preschool Program Regulation Revisions
Effective September 1, 2020**

Regulation #	Changes
8.2.4	<u>The PSPP is exempt from the rule 5.11.1.2 of these regulations, however the licensee shall ensure that individuals responsible for food preparation have knowledge of nutritional requirements, sanitary food preparation, storage and clean-up, and adhere to the CBCCPP’s policies related to food safety and food and nutrition.</u>
8.2.5	<u>The PSPP is exempt from the rule 5.11.1.3 of these regulations, however the licensee shall ensure that menus are planned in advance, dated, and posted so that they are clearly visible to parents. Any changes to the posted menu shall be noted. Menus of meals and snacks for the preceding six (6) weeks shall be kept on file.</u>
8.2.6	<u>The PSPP is exempt from the rule 5.11.2.2 of these regulations, however the licensee shall ensure that the meals and snacks provided meet the current USDA/Child and Adult Care Food Program (CACFP) meal pattern requirements that are adjusted according to the age of each child.</u>
8.2.7	<u>The PSPP is exempt from the rule 7.3.1.3 of these regulations, however the program director of a CBCCPP licensed to serve thirteen (13) – fifty-nine (59) children shall be qualified as a teacher associate or hold at least a current Vermont Agency of Education license with a Principal, Career Technical Center Director, Director of Curriculum, Director of Special Education, or Superintendent endorsement.</u>
8.2.8	<u>The PSPP is exempt from the rule 7.3.1.4 of these regulations, however the program director of a CBCCPP licensed to serve sixty (60) or more children shall be qualified as a teacher or hold at least a current Vermont Agency of Education license with a Principal, Career Technical Center Director, Director of Curriculum, Director of Special Education, or Superintendent endorsement.</u>
8.2.9	<u>The PSPP is exempt from the rule 7.3.1.5 of these regulations which requires the program director of a CBCCPP licensed for thirteen (13) or more children to complete a three (3) college credit course in managing an early care and education program that includes budgeting and financial management or to employ a business manager.</u>