



CHILD CARE LICENSING PROGRAM
 Division of Public Assistance
 Child Care Program Office

CCL Regulation Change Implementation Plan

Former Regulation	Adopted Regulation Language	Implementation Plan: 9-30-18
<p>7 AAC 57.030. Application for license; biennial renewal</p> <p>(c) An applicant for a provisional or biennial license under AS 47.32 and this chapter shall submit a completed application on a form supplied by the department and shall provide the following information as applicable to the type of child care facility:</p> <p style="padding-left: 40px;">(15) other information required by the department to enable the department to determine if the applicant meets the requirements of AS 47.32 and this chapter.</p>	<p>7 AAC 57.030. Application for license; biennial renewal</p> <p>(c) An applicant for a provisional or biennial license under AS 47.32 and this chapter shall submit a completed application on a form supplied by the department and shall provide the following information as applicable to the type of child care facility:</p> <p style="padding-left: 40px;">(15) evidence that the designated administrator has completed training requirements under 7 AAC 57.350; and</p> <p style="padding-left: 40px;">(16) other information required by the department to enable the department to determine if the applicant meets the requirements of AS 47.32 and this chapter.</p>	<p>Summary of Changes: Administrator must provide to the department documentation of completion of the Health and Safety Trainings required under 7 AAC 57.350(a).</p> <p>Implementation Date: 9-30-18.</p> <p>Implementation Plan: New Administrator - must provide documentation of completion of the Health and Safety Trainings required under 7 AAC 57.350(a), prior to licensure, or approval by the Department.</p> <p>Existing Administrator - must provide documentation of completion of the Health and Safety Trainings required under 7 AAC 57.350(a), to the Department by December 31, 2018.</p>
<p>7 AAC 57.240. Reports</p> <p>(b) A child care facility shall immediately report to the department the following occurrences in the facility:</p>	<p>7 AAC 57.240. Reports</p> <p>(b) A child care facility shall immediately report to the department the following occurrences in the facility:</p>	<p>Summary of Changes: Licensed Child Care Facilities must immediately report to the Department suspension or expulsion of a child in care for challenging or out-of-control behavior.</p>

<p>(4) an unplanned change in any occurrence listed in (a) of this section.</p>	<p>(4) an unplanned change in any occurrence listed in (a) of this section; and (5) suspension or expulsion of a child in care for challenging or out-of-control behavior.</p>	<p>Implementation Date: 9-30-18.</p> <p>Implementation Plan: If a report is received regarding suspension or expulsion of a child in care for challenging or out-of-control behavior, the department will inspect or investigate the information received to ensure compliance with the facilities suspension or expulsion policies.</p>
<p>7 AAC 57.300. Qualifications of an administrator</p> <p>Adding new subsection.</p>	<p>7 AAC 57.300. Qualifications of an administrator</p> <p>(i) The administrator of a child care facility must meet the orientation and annual training requirement of 7 AAC 57.350.</p>	<p>Summary of Changes: Administrator must provide to the Department documentation of completion of the Health and Safety Trainings required under 7 AAC 57.350(a).</p> <p>Implementation Date: 9-30-18.</p> <p>Implementation Plan: New Administrator - must provide documentation of completion of the Health and Safety Trainings required under 7 AAC 57.350(a), prior to licensure, or approval by the Department. Existing Administrator - must provide documentation of completion of the Health and Safety Trainings required under 7 AAC 57.350(a), to the Department by December 31, 2018.</p>
<p>7 AAC 57.340. Supervision of employees</p>	<p>7 AAC 57.340. Supervision of employees</p>	<p>Summary of Changes: New caregivers must be supervised until completion of</p>

<p>A child care facility with one or more employees shall ensure that an inexperienced caregiver is supervised by an experienced caregiver until the inexperienced caregiver is able to safeguard the health, safety, and welfare of the children in care.</p>	<p>A child care facility with one or more employees shall ensure that an inexperienced caregiver has met the requirements under 7 AAC 57.350, and is supervised by an experienced caregiver until the inexperienced caregiver is able to safeguard the health, safety, and welfare of the children in care.</p>	<p>the orientation and training requirements under 7 AAC 57.350.</p> <p>Implementation Date: 9-30-18.</p> <p>Implementation Plan: New Caregivers - must be supervised until they have documentation of completion of the orientation and training required under 7 AAC 57.350, in their personnel files at the facility. This requirement must be completed within three months of their date of hire.</p> <p>Existing Caregivers - must provide documentation of completion of the orientation and all training required under 7 AAC 57.350, in their personnel files at the facility. This requirement must be completed by December 31, 2018.</p> <p>During inspections, licensing specialists will review personnel files, and conduct observations of supervision of caregivers, to ensure orientation and training requirements under 7 AAC 57.350 has been completed prior to a caregiver being left unsupervised.</p>
<p>7 AAC 57.350. Orientation and training (a) A child care facility with one or more employees shall provide an orientation</p>	<p>7 AAC 57.350. Orientation and annual training requirements (a) A child care facility with one or more employees shall provide an orientation to</p>	<p>Summary of Changes: Caregivers must complete the orientation and training requirements of 7 AAC 57.350.</p>

<p>to each caregiver that relates to the caregiver's duties and responsibilities and that includes</p> <ul style="list-style-type: none"> (1) the facility's policies and procedures; (2) where appropriate, satisfying the individual needs of children; (3) emergency procedures and health and safety measures; and (4) the applicable requirements of 7 AAC 10.1000 - 7 AAC 10.1095 and 7 AAC 57.005 - 7 AAC 57.810. <p>(b) The orientation required in (a) of this section must begin at the time of employment, or the effective date of a contract for a caregiver under contract, and must be completed within eight weeks.</p> <p>(c) Training hours required in this section are clock hours and, except as provided in (d) of this section, may include any training relevant to the caregiver's responsibilities, including health and safety, child growth and development, planning learning activities, guidance and discipline techniques, linkages with community services, communication and relations with families, and detecting and reporting child abuse and neglect. Training must be documented. Documentation must include the date, subject, method of training, duration, and the name of the individual who conducted the training.</p>	<p>each caregiver that relates to the caregiver's duties and responsibilities and that includes</p> <ul style="list-style-type: none"> (1) the facility's policies and procedures; (2) where appropriate, satisfying the individual needs of children; (3) emergency procedures and health and safety measures; (4) an overview of the following required health and safety training, appropriate to the child care facility type described in 7 AAC 57.010(b)(2) and age of children served, which must be obtained from a training program approved by the Department: <ul style="list-style-type: none"> (A) prevention and control of infectious diseases, including immunizations; (B) prevention of sudden infant death syndrome and use of safe sleeping practices for children of all ages; (C) administration of medication, consistent with standards for parental consent; (D) prevention of and response to emergencies due to food and allergic reactions; (E) building and physical premises safety, including identification of and protection from hazards, bodies of water, and vehicular traffic; 	<p>Implementation Date: 9-30-18.</p> <p>Implementation Plan: New Caregivers - must have documentation of completion of the orientation and training required under 7 AAC 57.350, in their personnel files at the facility, within three months of their date of hire.</p> <p>Existing Caregivers - must have documentation of completion of the orientation and all training (except J - current certification in pediatric first aid and pediatric CPR) required under 7 AAC 57.350, in their personnel files at the facility by December 31, 2018.</p> <p>Existing Caregivers - must provide documentation of (J - current certification in pediatric first aid and pediatric CPR), to the department by March 31, 2019.</p> <p>The Health and Safety training requirements under 7 AAC 57.350(a) will be accepted if certification obtained after (November 2014 – adoption date of the CCDBG), is provided from one of the approved trainings listed on the Alaska’s Approved H&S Training List located on the CCPO Website:</p>
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<p>(d) A child care facility shall ensure that each caregiver who provides care for infants and toddlers receives at least one hour of training during the first year of employment, and at least one hour every two years thereafter. Training under this subsection must include</p> <p>(1) recognizing and preventing shaken baby syndrome;</p> <p>(2) preventing sudden infant death syndrome; and</p> <p>(3) identifying infant and toddler developmental levels and needs.</p> <p>(e) Except when a substitute caregiver is providing care in a child care home for a period of 30 days or less, a child care facility shall have on duty at all times at least one caregiver with valid certification for first aid and age-appropriate cardiopulmonary resuscitation (CPR), unless the courses for these certifications are not available within 60 miles by road of the facility. A currently certified emergency medical or trauma technician on duty at the child care facility satisfies the requirements of this subsection. If certification courses are not available, the facility shall ensure that sufficient caregivers</p>	<p>(F) prevention of shaken baby syndrome, abusive head trauma, and child maltreatment;</p> <p>(G) emergency preparedness and response planning for emergencies resulting from a natural disaster, or a human-caused event (such as violence at a child care facility) including procedures for evacuation, relocation, shelter-in-place; and lock down; staff and volunteer emergency preparedness training and practice drills; communication and reunification with families; continuity of operations; and accommodation of infants and toddlers, children with disabilities, and children with chronic medical conditions; in this subparagraph “natural disaster” means a hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, or other catastrophe in any part of the United States which causes, or which may cause, substantial damage or injury to civilian property or persons:</p> <p>(H) handling and storage of hazardous materials and the appropriate disposal of bio contaminants;</p> <p>(I) appropriate precautions in transporting children, if applicable;</p>	<p>http://dhss.alaska.gov/dpa/Pages/ccare/default.aspx</p> <p>A list of resources available to assist with the costs associated with obtaining the Health and Safety training requirements are located on the CCPO Website: http://dhss.alaska.gov/dpa/Pages/ccare/default.aspx</p> <p>During inspections, licensing specialists will review personnel files to ensure compliance with orientation and training requirements.</p>
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<p>to satisfy the requirements of this section, and that at least one caregiver on duty,</p> <p>(1) is instructed in first aid and age-appropriate CPR procedures through distance learning training videos and other materials approved by the department; and</p> <p>(2) completes and passes the first available first aid and CPR certification course offered within 60 miles by road of the facility.</p> <p>(f) Except as provided in the training requirements of 7 AAC 57.300 for the administrator, and of 7 AAC 57.330 for a child care associate, a child care center, child care group home, or child care home shall ensure that each administrator, child care associate, and caregiver receives at least 24 hours of training relevant to child care and development each year, based on the individual's hire date with the facility. The 24 hours must be in addition to the orientation required under (a) of this section and the training in first aid and CPR required under (e) of this section. The annual training requirements of this subsection may be satisfied each year by obtaining college credit relevant to child care and development.</p>	<p>(J) pediatric first aid and pediatric cardiopulmonary resuscitation (CPR).</p> <p>(K) Recognition and reporting of child abuse and neglect under state and local law; and</p> <p>(5) the applicable requirements of 7 AAC 10.1000 - 7 AAC 10.1095 and 7 AAC 57.005 - 7 AAC 57.810.</p> <p>(b) Unless otherwise specified in this section, the orientation and training required in (a) of this section must be completed within three months from the individual's date of hire.</p> <p>(c) Training hours required in this section are clock hours and, may include any training relevant to the caregiver's responsibilities, including health and safety, child growth and development, planning learning activities, guidance and discipline techniques, linkages with community services, communication and relations with families, and detecting and reporting child abuse and neglect. Training must be documented. Documentation must include the date, subject, method of training, duration, and the name of the individual who conducted the training.</p> <p>(d) is repealed:</p>	
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	<p>(e) A child care facility shall ensure each of its caregivers has a valid certification for pediatric first aid and pediatric CPR. If certification courses are not available in the community in which the facility is located, the caregiver may</p> <p>(1) receive instruction in pediatric first aid and CPR procedures through distance learning, training videos, and other materials approved by the department; and</p> <p>(2) complete and pass the first available pediatric first aid and pediatric CPR certification course offered within 60 miles by road of the facility.</p> <p>(f) Except as provided in the training requirements of 7 AAC 57.300 for the administrator, and of 7 AAC 57.330 for a child care associate, a child care center, child care group home, or child care home shall ensure that each administrator, child care associate, and caregiver receives at least 24 hours of training relevant to child care and development each year, based on the individual's hire date with the facility. The 24 hours must be in addition to the orientation and training required under (a) of this section and the training in first aid and CPR required under (e) of this section. The annual training requirements of this subsection may be satisfied each year by</p>	
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	obtaining college credit relevant to child care and development.	
<p>7 AAC 57.410. Information for parents At or before a child's admission, a child care facility shall supply a parent with the following information in writing: (17) parent notification policy on significant changes in the information addressed in this subsection.</p>	<p>7 AAC 57.410. Information for parents At or before a child's admission, a child care facility shall supply a parent with the following information in writing: (17) parent notification policy on significant changes in the information addressed in this subsection; and (18) suspension and expulsion policy in compliance with behavior guidance practices in 7 AAC 57.535.</p>	<p>Summary of Changes: Licensed Child Care Facilities must provide parents with a copy of their suspension and expulsion policy at or before a child's admission.</p> <p>Implementation Date: 9-30-18.</p> <p>Implementation Plan: Licensed Child Care Facilities must submit a copy of their suspension and expulsion policies to the Department by December 31, 2018.</p> <p>During inspections, licensing specialists will review children's files to ensure compliance with receipt of parent notification of suspension and expulsion policies.</p>

<p>7 AAC 57.535. Behavior guidance</p> <p>(e) In a child care facility, when a child has a pattern of out of control behavior, the child may be removed from the company of other children until the child's behavior has stabilized. In addition, the child care facility shall develop a plan with the child's parent to address the behavior issues.</p>	<p>7 AAC 57.535. Behavior guidance</p> <p>(e) In a child care facility, when a child has a pattern of out-of-control behavior, the child may be removed from the company of other children until the child's behavior has stabilized.</p> <p>Exclusionary practices are only to be used as a last resort in extraordinary circumstances where there is a serious safety concern that cannot be reduced or eliminated with reasonable accommodations. In addition, the child care facility shall develop a written plan with the child's parent to provide individualized social and emotional intervention supports for the child while the child is in care. The plan must include methods for understanding the child's behavior, and developing, adopting, and implementation a team-based positive behavior support plan with the intent to reduce challenging behavior and prevent suspensions and expulsions.</p>	<p>Summary of Changes: Licensed Child Care Facilities must develop a written plan with the child's parent, when a child has a pattern of out-of-control behavior, following their policies to prevent suspension and expulsion.</p> <p>Implementation Date: 9-30-18.</p> <p>Implementation Plan: During inspections, licensing specialists will review children's files to ensure compliance with developing a written plan with the child's parent, when a child has a pattern of out-of-control behavior, and the facility has followed their suspension and expulsion policies.</p>
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