

Administrative Guide Rules Regulating Child Care Centers 2.200

The Colorado Department of Early Childhood (CDEC), Division of Early Learning Licensing and Administration (DELLA), is excited to provide the Administrative Guide for Rules Regulating Child Care Centers (CCC).

This Administrative Guide serves to clarify and help ensure proper and consistent interpretation and implementation of the regulations set forth in the Rules Regulating Child Care Centers 2.200. The Administrative Guide also provides rationale and resources to assist programs in compliance with the rules. Updates to the Admin Guide are noted with an ***** and in **BOLD Blue Font**.

Resources

Resources for all Administrative Guides can be found in the CDEC Public Resource Folder [2.200 Child Care Centers \(CCC\)](#) :



Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.204 DEFINITIONS				
2.204.B.2	Child care centers that provide less than 24-hour programs of care include the following types of facilities: A “small child care center” provides care for up to fifteen (15) children between the ages of two (2) and eighteen (18) years	Small center is ONLY for children ages 2 to 18. To care for infants and toddlers, the facility must submit a waiver through the HUB.	Provider Hub	
2.204.B.6	Child care centers that provide less than 24-hour programs of care include the following types of facilities: A “mobile part-day preschool program” is a program with a mobile classroom that uses no permanent building on a regular basis, for children three (3) to seven (7) years of age, with no more than (8) eight children at any given time. Each class session must not exceed five (5) hours.	A mobile unit can be an RV or a bus. A health and fire inspections and zoning requirements apply at the time of licensure per rule section 2.122 of the General Rules for Child Care Facilities. Fire and health inspections are required every two years. A new application is required prior to moving to a new location, however, a new fire inspection is not required as long as the fire inspection is current. The health department will inspect the restrooms and handwashing sinks at the new location.		Mobile

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.204.B.10	Childcare centers that provide less than 24-hour programs of care include the following types of facilities: A “drop-in child care center” provides occasional care for 40 or fewer children between the ages of twelve (12) months and thirteen (13) years of age for short periods of time not to exceed six (6) hours in any 24-hour period of time or fifteen (15) hours in any seven (7) day period of time.	Drop-in child care is not considered full-time child care.		Drop-in
2.205 ADMINISTRATION Child care centers shall adhere to the requirements of this rule section and the “Administration” sections in rule sections 2.121-2.130, of the “General Rules for Child Care Facilities.”				
2.205.B	The governing body must formulate the purpose and policies to be followed by the center. It must have a regular planned review of such purpose and policies to determine that the center is in compliance with licensing rules.	All policies and procedures created by the facility must be aligned with licensing regulations. Programs may develop policies and procedures based on their philosophy, curriculum, beliefs, and values, as long as they do not conflict with licensing rules and regulations. The policies and procedures must be followed as written.	The policies are required to inform parent(s)/guardian (s) of program’s purpose, philosophy, and expectations to promote parental decisions, engagement and involvement.	All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.205.D	Any center having a director assigned to a classroom must have qualified and adequate staff, allowing the director or qualified staff the ability to attend to the duties of a director as they arise.	If a director at the center is assigned to a classroom, there must be someone at the center to cover all duties of the director. These duties include, but are not limited to: greeting and assisting visitors to the program, providing human resource management, supervision of program staff, providing staff breaks, responding to emergencies, addressing parental needs, and complying with regulations.	Allows the director the flexibility to work in a classroom while ensuring the director's responsibilities are also met.	All Types

POLICIES AND PROCEDURES

2.206 STATEMENT OF POLICIES AND PROCEDURES

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.206.A	At the time of enrollment, and upon amendments to policies and procedures, the center must give the parent(s)/guardian(s) the center's policies and procedures and provide the opportunity to ask questions. Written copies must be available either electronically or in hard copy. The center must obtain a signed document stating that the parent(s)/guardian(s) have received the policies and procedures, and by signing the policies and procedures document, the parent(s)/guardian(s) agree to follow, accept the conditions of, and give authorization and approval for the activities described in the policies and procedures.	The policies set forth by the facility must be implemented and followed by the facility. How the facility addresses the policy is up to them, as long as it covers the topic listed. It is not the role of the specialist to determine the program's policy, but they can provide technical assistance. The policy should be individualized to meet the needs of the program and should not be in conflict with any regulation. Violations are counted as one or more missing policies and procedures and should be cited as one violation of this rule. The violation should list each missing policy and the corresponding letter for that policy. Parent handbook shall be readily available (i.e. website, hard copy) to support parents/guardians in selecting high-quality programming.	Increases communication awareness between facilities and families. W CCC - Center ...	All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.206.B.8.a	The center’s procedure on positive guidance, behavior expectations, positive instruction, supporting positive behaviors, as well as strategies and techniques for supporting children with challenging behaviors, including how the center will: Promote responsive and positive child, staff, and family relationships and interactions;	Positive, strong relationships are critically important to all aspects of healthy development for young children. They help buffer children from stressful or adverse experiences. Positive relationships between staff members help create a warm and nurturing classroom environment in which children grow and learn. Positive relationships between staff and families help create a sense of school community and allow for open communication should challenges arise. Programs may use a variety of methods to cultivate positive relationships.	Invest in Kids-The Incredible Years Colorado	All Types
2.206.B.8.b	The center’s procedure on positive guidance, behavior expectations, positive instruction, supporting positive behaviors, as well as strategies and techniques for supporting children with challenging behaviors, including how the center will: Create and maintain a program-wide culture that promotes children’s mental health, social, and emotional well-being;	Facilities may set up the environment in a manner that is socially and emotionally respectful. This includes learning about and representing each child’s home language and culture. Socially and emotionally respectful environments are strengthened by positive communication and interactions between the adults in a facility. A socially and emotionally respectful learning environment means that the	Invest in Kids - The Incredible Years Colorado The Colorado Center for Social Emotional Competence and Inclusion Pyramid Colorado Project LAUNCH	All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
		environment fosters a sense of safety and trust for each child. Children need to be able to form positive, loving attachments with adults who are predictable, calm, and tuned in to their needs. Children need to learn at their own pace based on their individual temperaments, development, and family culture.	Early Milestones of Colorado	
2.206.B.8.c	The center’s procedure on positive guidance, behavior expectations, positive instruction, supporting positive behaviors, as well as strategies and techniques for supporting children with challenging behaviors, including how the center will: Implement teaching strategies supporting positive behavior, pro-social peer interaction, and overall social and emotional competence in young children; and,	Facilities may use a variety of teaching methods and curricula to teach social and emotional skills to children. Programs should use strategies that promote positive behavior and social skills throughout the daily program, and not only as one activity during the day. Children should have ample opportunity to learn about feelings and to express themselves throughout the day for success in school and is linked to being a high functioning adult. Child care providers play an important role in teaching children directly about how to interact and get along with others. In addition, an early learning	Invest in Kids - The Incredible Years Colorado The Colorado Center for Social Emotional Competence and Inclusion Training Project - Healthy Child Care Colorado The Center on Social and Emotional Foundations for Early Learning CSEFEL	All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
		setting is an ideal place for teaching children about emotions, the feelings of others, understanding and communicating needs, wants, and feelings. Teaching these things in the earliest years is best. Social and emotional competence is the foundation for success in school and is linked to being a high functioning adult.	Project LAUNCH Early Milestones of Colorado	
2.206.B.8.d	The center’s procedure on positive guidance, behavior expectations, positive instruction, supporting positive behaviors, as well as strategies and techniques for supporting children with challenging behaviors, including how the center will: Provide individualized social and emotional intervention supports for children who need them, including methods for understanding child behavior; and developing, adopting, and implementing a team-based positive behavior support plan with the intent to reduce challenging behavior and prevent suspensions and expulsions.	Individual social and emotional intervention support ensures that each child has the opportunity to be understood and responded to in an effective manner. Taking a team-based approach to persistent challenges ensures that providers, parent(s)/guardian(s), mental health consultants or other specialists determine actions each party will take and promotes consistent support for the child across all settings. Facilities should avoid suspending young children whenever possible as this may impact a parent/guardian’s ability to attend work or school and does not address the child’s challenging behavior.	PDIS TRAINING: Ending Suspensions and Expulsions in Early Care and Learning Settings Creating safe places: Trauma-informed practices in Early Childhood Settings (Level 2; Available in Spanish) Trauma-informed Organizations	All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
		Expulsion is an adult reaction to a child's behavior and the problem is significant or highly problematic. Parent(s)/guardian(s) participation is necessary to have a team-based approach.	(Level 2; Available in Spanish-Director series)	
2.206.B.9	The written policies and procedures must be developed, implemented, and followed, and must include at a minimum the following information: How decisions are made and what steps are taken prior to the suspension, expulsion, or request to parents or guardians to withdraw a child from care due to concerns about the child's behavioral issues. These procedures must be consistent with the center's policy on guidance and positive instruction, and include documentation of the steps taken to understand and respond to challenging behavior including:		Colorado Department of Early Childhood Supporting Social-Emotional Development Early Childhood Mental Health Consultation	All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.206.B.9.a	The written policies and procedures must be developed, implemented, and followed, and must include at a minimum the following information: How decisions are made and what steps are taken prior to the suspension, expulsion, or request to parents or guardians to withdraw a child from care due to concerns about the child’s behavioral issues. These procedures must be consistent with the center’s policy on guidance and positive instruction, and include documentation of the steps taken to understand and respond to challenging behavior including: Identify and consult with an early childhood mental health consultant, AS DEFINED IN SECTION 26.5-3-701, C.R.S or other specialist as needed.	Facilities should know how to assist parent(s)/guardian(s) and families in accessing services for mental health or other special needs to support early intervention when necessary. Children shall not be referred for mental health services without parental consent. Programs do not need to employ a mental health consultant. Programs may access a mental health consultation in a variety of ways. One option is through a mental health consultant. Other qualified specialists are also allowed. These may include but are not limited to: psychologists, social workers, counselors, or physicians. To ensure the facility staff has mental health resources to support children and their families.	Colorado Department of Early Childhood Supporting Social-Emotional Development Early Childhood Mental Health Consultation	All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.206.B.14	The written policies and procedures must be developed, implemented, and followed, and must include at a minimum the following information: Media and internet usage policy outlining screen and media use related to their curriculum. The media plan must have information on ongoing communication with children about online safe practices for children over the age of five (5);		Internet Safety Guide for Kids SafeWise Center of Excellence on Social Media and Youth Mental Health	All Types
2.206.B.16	The written policies and procedures must be developed, implemented, and followed, and must include at a minimum the following information: The procedure for releasing children from the center only to persons for whom the center has written authorization and the procedure for picking-up the child during an emergency;	Individual over the age of sixteen (16).		All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.206.B.17	The written policies and procedures must be developed, implemented, and followed, and must include at a minimum the following information: The procedures followed when a child is picked up from the center after the center is closed or not picked up at all, and to ensure that all children are picked up before the staff leave for the day;	The facility needs to create a policy and procedures to ensure children are picked up before close of business. This includes having written policies and procedures for children picked up late and if children are not picked up at all. This is to ensure children are picked up before the close of business and that all children have been picked up before staff leave the facility.		All Types
2.206.B.26	The written policies and procedures must be developed, implemented, and followed, and must include at a minimum the following information: The procedure reporting of child abuse including the name of the county department of social/ human services and phone number of where a child abuse report should be made (see rule Section 2.116 of the General Rules Regulating Child Care Facilities);	The facility needs a policy and procedure on how to report child abuse.	CO4KIDS The toll-free statewide child abuse and reporting line is: 1-844-CO-4-Kids or 1-844-264-5437	All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.206.B.27	The written policies and procedures must be developed, implemented, and followed, and must include at a minimum the following information: The procedure of the protection of all children from secondhand and thirdhand smoke;	The facility should have a policy, and ensure that they are followed for a safe environment for infants.	Thirdhandsmoke.org Thirdhand Smoke: State of the Science and a Call for Policy Expansion ANRF Thirdhand Smoke in Apartments and Condos Smoking, Tobacco, Alcohol, Illegal Drugs, and Toxic Substances in Child Care Guidance for the Clinical Management of Thirdhand Smoke Exposure in the Child Health Care Setting	All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
			Thirdhand Smoke: A Threat to Child Health Health effects of exposure to second-and third-hand marijuana smoke: a systematic review	
2.206.B.28	The written policies and procedures must be developed, implemented, and followed, and must include at a minimum the following information: The procedure for establishing safe sleep environments for infants including how staff will supervise and physically check on infants who are sleeping;	This ensures that the facility is training all employees, volunteers and substitutes on the facility’s safe sleep policies prior to caring for infants.	Safe Sleep Documents	Infants

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.206.B.29	The written policies and procedures must be developed, implemented, and followed, and must include at a minimum the following information: The procedure for dressing children appropriately for the weather; and,	The facility needs a policy and procedure on how children will be dressed appropriately for the weather. This ensures that children are dressed safely for weather conditions.	 Child Care W... Air Quality and Outdoor Activity Guidance for Schools, EPA-456/F-14-003, August 2014 Heat-related illness data Colorado Environmental Public Health Tracking	All Types
2.206.B.30	The written policies and procedures must be developed, implemented, and followed, and must include at a minimum the following information: Notification when childcare service is withdrawn and when parent(s)/guardian(s) withdraw their children from the center.	The facility needs to determine what their own policies are regarding suspension and expulsions in order to create the policy. The policy should not be in conflict with guidance regulations. It is not the role of the specialist to determine the program's policy, but they can provide technical assistance. Punitive measures come at a time when children are supposed to be forming the foundation of positive relationships with peers, teachers, and the school	Early Childhood Mental Health Consultation Colorado Early Childhood Mental Health Support Line (833) ECMH411	All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
		institution. Expelling a child implies that they are not welcome or supported which serves as a troubling indicator of what is to come. Expelling children does not address the behavioral concerns and does little to address the needs of children exhibiting these behaviors.		
2.206.C	Policies and procedures must be reviewed annually. Any changes must be incorporated and must be communicated to the parent(s)/guardian(s).	The policies set forth by the facility must be implemented and followed by the facility. Increases communication awareness between facility and families.		All Types

2.207 COMMUNICATION, EMERGENCY, AND SECURITY PROCEDURES

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.207.A	For security purposes, a sign-in/sign-out sheet or other mechanism for parents/guardians, or staff if children are being transported, must be maintained daily by the center. It must include, for each child in care, the date, the child's name, the time when the child arrived at and left the center, and the parent /guardian or staff member's signature or other unique identifier. For children who are transported, parent(s)/guardian(s) must verify the accuracy of the sign-in/sign-out sheet at least weekly.	The parent/guardian's signature should be the legal signature of the person. If the signature is not legible, then the name must be printed, too. If the facility uses an electronic sign-in/sign-out mechanism with an identifier, then each parent/guardian must be assigned their own unique identifier (code, etc.). When the electronic mechanism is not available, the facility can use a manual sign-in/sign-out sheet. Any record of electronic mechanism must be available to the Department when requested. Regulation is a safety requirement to determine when a child is in attendance and who dropped off and picked up the child.		All Types
2.207.C	The center must be able to provide emergency transportation to a health care facility at all times.	If the facility does not have a vehicle to transport, the facility must have access to call 911. If emergency medical transportation is required staff must stay with the child until parents or guardians arrive.		All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.207.D	The director of the center, or the director's delegated substitute, must have a means for determining at all times who is present at the center.	If children are moved to a different classroom (with a different teacher) during the day, they should be signed out of the classroom they are leaving and signed into the classroom they are entering. All forms of attendance verification must be available to staff supervising children at all times both indoors and outdoors. Attendance verification must be documented and available for review upon request. If the facility is using a dry-erase board to track transitions the information needs to be transferred to a permanent document to remain on file. Verification must be maintained at the center for the past twelve (12) months and the previous two (2) years must be on file at either the center or central location or storage. This is necessary to provide verification of who was enrolled and present at the facility at any time. Directors must be aware of any changes in location for children or personnel,		All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
		visitors, and other people in the building.		
2.207.F	The center must release the child only to an individual over the age of sixteen (16) for whom written authorization has been given by the parent(s)/guardian(s) and is maintained in the child's record (see rule Section 2.208). In an emergency, the child may also be released to an individual for whom the child's parent/guardian has given verbal authorization. If the staff member who releases the child does not know the individual, identification must be required to assure that the individual is authorized to pick up the child.	Programs cannot refuse to release a child to a parent/guardian without prior court orders, such as custody orders or protection orders. The Division of Early Learning Licensing And Administration encourages programs to develop a policy on how they will respond when an authorized individual (not the parent(s)/guardian(s) arrives to pick up a child and is under the influence of drugs or alcohol. The policy should be signed by the parent(s)/guardian(s) and followed by the program. If the program has a reasonable belief that the authorized individual is under the influence of drugs or alcohol, and the authorized individual leaves with the child and is operating a motor vehicle, then the program must immediately report such to the police or social services pursuant to 12 CCR 2509-8 § (2.126) .		All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.207.G	The center must have a procedure for dealing with individuals not authorized by the parent or guardian of a child who attempts to have the child released to them.	The facility needs a policy and procedure if someone unauthorized tries to pick up a child from the facility.		All Types
2.207.H	The center must have a written procedure for closing the center at the end of the day to ensure that all children are picked up.	This must include procedures for completing a walkthrough of the entire indoor and outdoor premises used for childcare to ensure all children are picked up before the last employee leaves. The policy must incorporate verification of sign-in/out sheets or electronic system for child attendance has been checked to ensure that all children have been signed out of the facility before staff leave at the end of the day.		All Types
2.208 ADMINISTRATIVE RECORDS AND REPORTS				
2.208 .A.1	The following records must be on file at the center: Records of enrollment, daily attendance for each child, and daily record of the time the child arrives at and departs from the center;	This is to verify when a child was in care at the facility. All forms of attendance verification must be available to staff supervising children at all times both indoors and		All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
		outdoors. Attendance verification must be documented and available for review upon request. If the facility is using a dry-erase board to track transitions the information needs to be transferred to a permanent document to remain on file. Verification must be maintained at the center for the past twelve (12) months and the previous two (2) years must be on file at either the center or central location or storage. This is necessary to verify who was enrolled and present at the facility at any time.		

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.208.A.3	The following records must be on file at the center: Copies of menus; and	Changes to the menu should be documented by the facility. This allows the parent(s)/guardian(s) the opportunity to see what foods are being served to their child/children and allows them to make any substitutions for dietary needs. This documentation serves as verification that the food served meets the USDA Adult and Children Meal Pattern Requirements. Please see section 2.224.		All Types
2.208.C	All programs must register their operational status information in the Office of Early Childhood Provider Status Portal every calendar year in the months of April and October.	In April and October of each year, log onto the CDEC Provider Hub and enter the center's operational status information.	CDEC Provider Hub	All Types
2.208.C.1	All programs must update their information any time their operational status changes during a declared state emergency.	In the event of a state-declared emergency that impacts the daily functioning of the facility, directors must update their operational status on the CDEC Provider Hub (ex: shortened hours, closure for 2 weeks, closed classrooms)	CDEC Provider Hub	All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
*2.208.D. 1-10	All prospective and current staff members in the following roles must register with the Colorado Shines Professional Development Information System: 1. Large Center Director; 2. Large Center Assistant Director; 3. Small Center Director; 4. Early Childhood Teacher; 5. Infant Program Supervisor; 6. Infant Early Childhood Teacher; 7. Toddler Early Childhood Teacher; 8. Kindergarten Teacher; 9. Assistant Early Childhood Teacher; and 10. Staff Aide.	Required for all staff working at the facility. All staff must connect themselves in PDIS to the facility license number so all training can be viewed by the director. <i>*Directors or owners should not be logging into employee's PDIS accounts or have access to their passwords.</i>	How Directors Assign Training in PDIS For Directors Verifying Employees Updating "My Profile"	All Types
2.209 CHILDREN'S RECORDS				
2.209.A	An admission record must be completed for each child prior to or at the time of the child's admission. This record must be updated annually and when changes occur. The admission record must include:	Annually means 12 months from when it was signed by the parent(s)/guardian(s)." An electronic version of the child's file is acceptable. The center must immediately update any changes to information for children and parents/guardians in the program. If electronic files are utilized, the program must have a backup plan in the event the electronic system is down.	Forms For All Programs	All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.209.A.5	An admission record must be completed for each child prior to or at the time of the child's admission. This record must be updated annually and when changes occur. The admission record must include: Name, address, and telephone numbers of the child's health care provider, dentist, and if applicable, their hospital of choice;	A standard form listing the hospital of choice information is allowed. If the parent(s)/guardian(s) have not designated a dentist, physician, or hospital of choice; then N/A or “Not Applicable”.		All Types
2.209.A.6	An admission record must be completed for each child prior to or at the time of the child's admission. This record must be updated annually and when changes occur. The admission record must include: A health history, including any health care plans, which indicates communicable diseases and chronic illnesses or injuries the individual has had, any known drug reactions and allergies, medications being taken, any necessary health procedures or special diets, and immunization record;	All health care plans or notes from the doctors must be maintained in the child's file. Communicable illnesses, including, but not limited to, chicken pox, COVID-19, hepatitis A, measles, mumps, meningitis, diphtheria, rubella, salmonella, giardia, tuberculosis, shiga toxin-producing E. coli, and shigella, the provider must immediately report to the local county Department of Health or the Colorado Department of Public Health and Environment. The complete list of reportable communicable illnesses can be found here: Reportables-poster.pdf Pertaining to Epidemic and Communicable Disease Control.	PDF ChildCare_Ho...	All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.209.A.7	An admission record must be completed for each child prior to or at the time of the child's admission. This record must be updated annually and when changes occur. The admission record must include: A dated, written authorization for emergency medical care signed and updated annually by the parent(s)/guardian(s). The authorization must be notarized if required by the local hospital, clinic, or emergency health care facility;	Written authorization is required to allow the facility to obtain appropriate care for the child.		All Types
2.209.B.1	The center must maintain and update annually and upon changes, a record on each child that includes: A written record of any accident, illness, or injury requiring medical attention occurring during care must be retained in each child's record, with a copy provided to the parent(s)/guardian(s).	Any injury, illness, or fatality that requires medical response, including, but not limited to: a doctor's visit, emergency room/ urgent care visit, or a dental visit, whether treatment is given or not, must be submitted through the Colorado Department of Early Childhood's online injury reporting system within 24 hours of the incident. A copy of the report will be sent to the facility via email. This document can be used for the child's file. This provides documentation for an injury, illness, or fatality as a reference point for any further information that is	Provider Hub	All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
		needed in relation to the event as it occurred. This will be reviewed by licensing staff to identify any licensing violations and assist in tracking data as related to child injuries for future rule promulgation.		
2.209.B.2	The center must maintain and update annually and upon changes, a record on each child that includes: Observations of the child’s development to document the child’s progress and challenges to be discussed at parent conferences;	This is to document milestones and concerns that can be discussed at conferences. This is required to provide a reference of development for the child at the facility for any future inquiry about the child’s development.		All Types
2.209.B.3	The center must maintain and update annually and upon changes, a record on each child that includes: A record of parent conferences, including dates of conferences, and names of center staff and parent(s)/guardian(s) involved; and,	This is required as a reference point for information that is discussed with the parent(s)/guardian(s) concerning any child in care.		All Types

2.210 STAFF RECORDS

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.210.A	A record must be maintained, either written or electronic, for each staff member that includes the following:	The staff file may be electronic or located at a central office of the same governing body. An electronic copy must be available for review. A hard copy is not required, but may be required to validate a document.		All Types
2.210.A.3	A record must be maintained, either written or electronic, for each staff member that includes the following: Immunization record or statement, and health history.	Documentation for immunizations may include a copy of a staff member's immunization card or a signed statement by the staff member that their immunizations are up to date. Children under age 5 are most vulnerable to vaccine-preventable diseases and their Complications. Infants and toddlers are most likely to catch pertussis (whooping cough) from family members and caregivers. Adults may spread the illness without even knowing they are sick. Whooping cough is most dangerous for young babies and young children. Fully immunized staff help protect children against these potentially fatal diseases.	Get vaccinated Department of Public Health & Environment	All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.210.A.6	A record must be maintained, either written or electronic, for each staff member that includes the following: All information from background checks as required in the “General Rules for Child Care Facilities” rule sections 2.119 and 2.120.			All Types
2.211 CONFIDENTIALITY AND RETENTION				
2.211. A	The confidentiality of all staff and children's records must be maintained. See rule section 2.127, of the “General Rules for Child Care Facilities.”	Facilities need to develop and follow a procedure to ensure children's first and last names, date of birth, and allergies remain confidential within the classrooms. This is to ensure that the facility is appropriately maintaining confidential information for all staff and children.		All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.211.B	Staff and children's records must be available, upon request, to authorized personnel of the Department.	This is to provide the records to the Department to complete the inspection. This is to ensure that the Department has access to any information required for any inspection.		All Types
2.211.C	If records for organizations having more than one (1) center are kept in a central file, duplicate identifying and emergency information for both staff and children must also be kept on file at the center attended by the child and where the staff member is assigned.	This information can be electronic. Identifying information includes documentation of qualifications, first aid, CPR, and when applicable, Medication Administration. Emergency information includes the name, address, and telephone number of the contact person. For children: health information, emergency contact information, physician information, emergency medical authorizations.		All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
		This is to ensure the facility has any important information at the facility for staff members and children.		
2.211.F	Records of enrollment, daily attendance for each child and daily records of the time the child arrives at and departs from the center for the past twelve (12) months must be on file at the center. The previous two (2) years must be on file at either the center or a central location or storage.	This information can be electronic. Emergency information on site for staff should include name, date of birth, address, and telephone number. It should also include the name, address, and telephone of the emergency contact and any identified health or allergy conditions. Emergency information for children on site should include the child's parent(s)/guardian(s) contact information, child's health information, emergency contact information, physician, dental and hospital information, emergency medical authorizations, and any other authorizations and permission forms. All forms of attendance verification must be available to staff supervising children at all times both indoors and outdoors. Attendance verification must be documented and available for review upon request.		All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
		If the facility is using a dry-erase board to track transitions the information needs to be transferred to a permanent document to remain on file. Verification must be maintained at the center for the past twelve (12) months and the previous two (2) years must be on file at either the center or central location or storage. This is necessary to verify who was enrolled and present at the facility at any time.		
2.211.G	Posting of any personal information or photos of children on social media or an advertisement without written parental consent is prohibited.	Written consent must be obtained from parents to post any personal information or photos of children at the child care center. This is for the privacy of the child and family. If video monitoring is occurring at the facility it must not be posted on any social media. The facility should have written permission from parents.	Center of Excellence on Social Media and Youth Mental Health  CoE_5Cs_Sch...  CoE_5Cs_Tod...  CoE_5Cs_Infa...	All Types

2.212 GENERAL REQUIREMENTS FOR ALL STAFF

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.212.C	Illegal drugs and drug paraphernalia, must never be present on the premises of the center.	Prohibiting tobacco and marijuana products can be found under statute 25-14-103.5.	Colorado Revised Statutes Part 1 - PROHIBITION AGAINST THE USE OF TOBACCO ON SCHOOL PROPERTY Casetext	All Types
2.212.E	When caring for children, staff must refrain from the personal use of electronics including, but not limited to, cell phones and portable electronic devices.	Use of personal cell phones, smartwatches, or other electronic devices during the supervision of children is prohibited. Including during nap time while children are sleeping. Technology may be used for educational purposes including, but not limited to, assessment, documentation of observations, curriculum purposes, and attendance tracking. However, it must not interfere with active supervision and interaction with children. During an emergency, personal cell phones may be used to call for assistance.		All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
		To ensure facility employees are supervising and actively engaged with children.		
2.212.F	Staff members must be current for all immunizations required by their employer.	Documentation for immunizations may include a copy of a staff member's immunization card or a signed statement by the staff member that their immunizations are up to date. Children under age 5 are most vulnerable to vaccine-preventable diseases and their complications. Infants and toddlers are most likely to catch pertussis (whooping cough) from family members and caregivers. Adults may spread the illness without even knowing they are sick. Whooping cough is most dangerous for young babies and young children. Fully immunized staff help protect children against these potentially fatal diseases.	Immunization resources for child care, schools & colleges/universities Department of Public Health & Environment	All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.212.G	All staff members must submit to the center a medical statement, signed and dated by a physician or other health care provider, verifying that they are in good mental, physical, and emotional health appropriate for the position for which they have been hired. This statement must be dated no more than six (6) months prior to employment or within thirty (30) calendar days after the first date of employment. Subsequent self-reported health histories must be submitted annually.	A form can be developed by the facility that provides the health care provider the option of specifying a date or an option to select the return date. If the format includes a subsequent date, it must be completed and initiated by the health care professional. The annual health history will replace subsequent health forms.	Employee Health Forms	All Types
2.212.J	Prior to working with children, each staff member must read and be instructed about all policies and procedures of the center. Staff members must sign a statement indicating that they have read and understand the center's policies and procedures.	This rule is to ensure staff is informed and aware of the center's policies and procedures. The facility can have a general statement signed by staff stating they have received and read the policies outlined in this section.		All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.212.K	Within thirty (30) calendar days of employment at the center, each staff member must read and be instructed about all licensing rules governing child care centers. Staff members must sign a statement indicating that they have read and understand the licensing rules.	Employee signed and dated documentation must be on file, indicating that they are familiar with the licensing rules and that the training occurred within 30 days. To verify all staff have knowledge and understanding of their role in implementing and ensuring compliance with the rules and regulations.	Staff Signature Page	All types
2.212.M	Within thirty (30) calendar days of the last day of employment, staff members must be provided a letter verifying their experience at the center. The letter must contain the center's address, phone number, and license number; the employee's start date and end date; and the total number of hours worked with children. Hours worked with infants and toddlers must be documented separately from hours worked with other age groups. The letter must be signed by a director, owner, or human resources agent of the center or governing body.	The director or governing body should maintain a paper or electronic copy of the letter for documentation purposes. Experience verification letters must: Be on company letterhead, include the ages of children worked directly with, state the ages of children worked directly with (exclude children over age 8), include verifiable information such as date, date of employment, role, contact information of employer, be signed by the director, owner or HR representative.	 Employment ...	All types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
		Ensures staff members have verification of work experience for future employment.		
2.212.N	Prior to working with children, each staff member must read and be trained on the center’s policies and procedures for the administration of medications. Staff members must sign a statement indicating that they have read and have been trained on the center’s administration of medication policies and procedures.		W Staff Signatur...	All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.213 TRAINING				
2.213.A	All staff must complete a pre-service Building and Physical Premises Safety training prior to working with children. The training must include identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, vehicular traffic, handling and storage of hazardous materials and the appropriate disposal of biological contaminants.	Written documentation verifying the completion of the training should be in the staff member's file. A Licensing Specialist will be looking for a certificate listing the topic areas covered in the training. This training should be an individualized training that identifies hazards and ensures the protection of staff and children. The training should be specific for each facility. Training length should be determined based on the facility's location and environment. Samples of some bio-contaminants include, but are not limited to: medical waste, bodily fluids or sharp containers, etc. Examples of environmental hazards may include but are not limited to: animals, landscape features, access through parking lots, etc.		All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.213.B	All staff must complete a Department-approved Standard Precautions training that meets current Occupational Safety and Health Administration (OSHA) requirements prior to working with children. This training must be renewed annually and will be counted towards ongoing professional development.	The individual reviewing the exposure plan with the staff must sign the standard precautions certificate. All staff are required to register in the Colorado Shines Professional Information System. All staff must connect themselves in PDIS to the facility license number so all training can be viewed by the director. This is a federal requirement to ensure safety precautions.	How Directors Assign Training in PDIS Training Colorado Department of Early Childhood	All Types
2.213.C	Staff working with infants less than twelve (12) months old must complete a Department-approved Safe Sleep training prior to working with infants less than twelve (12) months old. This training must be renewed annually and will be counted towards ongoing professional development.	Any staff working with infants under 12 months must have current Department approved safe sleep training. Documentation must be maintained in the staff member's file. All staff are required to register in the Colorado Shines Professional Information System. All staff must connect themselves in PDIS to the facility license number so all training can be viewed by the director. The intent of this training is to prevent SUIDS and SIDS death in child care.	How Directors Assign Training in PDIS Safe sleep for your baby Department of Public Health & Environment Safe Sleep CO4KIDS	Infants

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.213.D	Staff working with children less than three (3) years of age must complete a Department-approved Prevention of Shaken Baby/Abusive Head Trauma training prior to working with children less than three (3) years of age. This training must be renewed every two (2) years and will be counted towards ongoing professional development.	Any staff member working with children under the age of 3 must complete the shaken baby/abusive head trauma training. Documentation must be maintained in the staff member's file. All staff are required to register in the Colorado Shines Professional Information System. All staff must connect themselves in PDIS to the facility license number so all training can be viewed by the director. This is a federal requirement to provide guidance and knowledge to staff members in order to prevent and recognize abuse/head trauma including shaken baby syndrome.	How Directors Assign Training in PDIS Facts About Shaken Baby Syndrome (SBS)/ How to Calm a Fussy Baby How To Calm A Crying Baby Training Colorado Department of Early Childhood	Infant/Toddler

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.213.E	For every thirty (30) or fewer children in attendance, there must be at least one (1) staff member on duty who holds a current Department-approved first aid and safety certificate, including cardiopulmonary resuscitation (CPR) for all ages of children, and is responsible for administering First Aid and CPR to children. Such individuals must be with the children at all times when the center is in operation. If children are at different locations, there must be a First Aid and CPR qualified staff member at each location.	There must be at least one staff member currently trained in first aid and CPR on-site for every 30 or fewer children. There must be one staff member currently trained in First Aid and CPR on-site in every infant and toddler classroom. Current First Aid and CPR certification is also required for any individual transporting children.	To ensure proper CPR/ first aid coverage.	All Types
2.213.F	Within thirty (30) calendar days of employment, all employees caring for children, not required by rule to be certified in First Aid and CPR, must complete the Department-approved Introduction to First Aid and CPR module. The module must be renewed every two (2) years.	There must be at least one staff member currently trained in first aid and CPR on-site for every 30 or fewer children. There must be one staff member currently trained in First Aid and CPR on-site in every infant and toddler classroom. Current First Aid and CPR certification is also required for any individual transporting children.	Training Colorado Department of Early Childhood	All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.213.G	Within thirty (30) calendar days of employment, all employees and regular volunteers must be trained using a Department-approved training about child abuse prevention, which includes common symptoms and signs of child abuse, how to report, where to report, and when to report suspected or known child abuse or neglect. This training must be renewed annually.	All staff are required to register in the Colorado Shines Professional Information System. All staff must connect themselves in PDIS to the facility license number so all training can be viewed by the director.	How Directors Assign Training in PDIS CO4KIDS The toll-free statewide child abuse and reporting line is: 1-844-CO 4 Kids -or1-844- 264-5437 Training Colorado Department of Early Childhood	All Types
2.213.H	Within ninety (90) calendar days of employment, all staff required to register with the Colorado Shines Professional Development Information System (listed in rule section 2.208(D)) must complete the Department-approved training course: Introduction to the Early Intervention and Preschool Special Education Programs. This course is required once and will be counted towards ongoing professional development	Each employee needs to complete this training within 90 days of starting. All staff are required to register in the Colorado Shines Professional Information System. All staff must connect themselves in PDIS to the facility license number so all training can be viewed by the director.	How Directors Assign Training in PDIS PDIS Professional Development Information System Training Colorado	All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
			Department of Early Childhood	
2.213.I	Within ninety (90) calendar days of employment, all staff required to register with the Colorado Shines Professional Development Information System (listed in rule section 2.208(D)) must complete the Department-approved Recognizing the Impact of Bias on Early Childhood Professionals training or other Department-approved training on implicit bias. This course is required once and will be counted towards ongoing professional development.	Each employee needs to complete this training within 90 days of starting. All staff are required to register in the Colorado Shines Professional Information System. All staff must connect themselves in PDIS to the facility license number so all training can be viewed by the director.	PDIS Professional Development Information System Training Colorado Department of Early Childhood	All Types
2.213.J	Within ninety (90) calendar days of employment, all directors and assistant directors must complete the Department-approved training: Working with an Early Childhood Mental Health Consultant. This course is required once and will be counted towards ongoing professional development.	Required once for both assistant directors and directors. The employee needs to complete this training within 90 days of starting. All staff are required to register in the Colorado Shines Professional Information System. All staff must connect themselves in PDIS to the facility license number so all training can be viewed by the director.	PDIS Professional Development Information System Training Colorado Department of Early Childhood	Directors

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.213.K	Within ninety (90) calendar days of employment, all directors and assistant directors must complete the department-approved training: Introduction to Child Care Health Consultation. This course is required once and will be counted towards ongoing professional development.	Required once for both assistant directors and directors. The employee needs to complete this training within 90 days of starting. All staff are required to register in the Colorado Shines Professional Information System. All staff must connect themselves in PDIS to the facility license number so all training can be viewed by the director.	PDIS Professional Development Information System Training Colorado Department of Early Childhood	Directors
2.213.L	All staff must have at least one (1) hour of child development training within ninety (90) days of employment. This training must include the major domains (cognitive, social, emotional, physical development and approaches to learning). This training is required once and will count toward ongoing training requirements if taken after the date of hire.	Staff can complete the early learning and development guidelines training in PDIS to count toward this requirement. We will accept any child development training or coursework as long as the certificate has all required information as required in the rule section 2.213.M.4	PDIS Professional Development Information System	All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.213.M	All staff who work with children must complete a minimum of fifteen (15) clock hours of ongoing professional development each year, beginning with the start date of the employee. At least three (3) clock hours per year must be in the focus of social-emotional development.	The social-emotional focus may be included as part of a broader training covering other topics. However, there must be documentation indicating the length of time the social and emotional component was covered as part of the training. The title of the training does not need to be referred to as “Social Emotional”. The 15 hours of training can be documented by: employee start date, and school year or calendar year (January to January). Please indicate how training is being tracked with your Licensing Specialist during the Supervisory visit. Ongoing professional development ensures staff is current on appropriate Early Childhood practices. Social emotional training was included to promote this critical aspect of early childhood development.		All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.213.M.4 a-f	To be counted for ongoing professional development, the training certificate must have documentation that includes: a. The title of the training; b. The competency domain or from a nationally approved vendor list; c. The date and clock hours of the training; d. The name or signature of the trainer, or other approved method of verifying the identity of trainer or entity; e. Expiration of training, if applicable; and f. Connection to social emotional focus, if applicable.	If using a roster it must include the following information on letterhead: - the title of the training; - the competency domain or from a nationally approved vendor list; - the date and clock hours of the training; - the name or signature of the trainer, or other approved method of verifying the identity of trainer or entity; - expiration of training, if applicable; - and connection to social emotional focus, if applicable.		All types
2.213.M.5	The trainer must have documentation of the qualifications for each topic of training conducted, which must be available for review by the department.	This must be available for review by the department.	Training Colorado Department of Early Childhood	

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.213.N	Within thirty (30) calendar days of employment and annually, all staff responsible for the collection, review, and maintenance of the child immunizations records must complete the Colorado Department of Public Health and Environment immunization course.	Any staff responsible for the review, maintenance, or collection of children's immunization records. The course is available on Colorado Shines Professional Development Information System (PDIS). Written documentation verifying completion of the training must be in the staff member's file. Collections and maintenance of immunization records are critical during periods of outbreak. In case of an outbreak, the facility needs to be able to identify non-immunized children for exclusion of care. Since immunization requirements for children are updated three times a year, annual training ensures staff have knowledge of current requirements.	PDIS Professional Development Information System	All staff responsible for the collection, review, and maintenance of the child immunizations records

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.214 DIRECTOR QUALIFICATIONS- LARGE CHILD CARE CENTER				
2.214.A	Large center directors must have a current director qualifications letter issued by the Department or a current Early Childhood Professional Credential level III or higher in version 3.0 as determined by the Department prior to working as the director of a large center.	Director letters (issued prior to 6/14/2021) and director certificates (issued through the PDIS and located in "Approved Credentials and Qualifications") must be presented to Licensing. All individuals acting in the capacity of a director with a current Early Childhood Professional Credential level III or higher in version 3.0 must also have a current director certificate issued through the Department.	PDIS Professional Development Information System  CCC_LARGE C... Once an individual obtains their ECPC 3.0 Level 3 or higher, they should submit a Director-Large Center application using their qualifying ECPC 3.0 to qualify for Large Center Director. Early Childhood Professional Credential 3.0 If you are applying for a director qualification and	Directors

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
			already have a credential, follow the steps below: Start by logging into your PDIS account. Select the Main Menu button (three lines in the far right-hand corner) Select "Credentials and Qualifications" Select "My Applications" Select "New Application" Select "Director-Large Center" from the application type (leave the Pre-Check blank so the system can recognize that you are applying with a Credential).  Required Cre...	

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.214.B.1.c	A Bachelor’s, Master’s, or Doctorate degree from an accredited college or university in one (1) of the following: Early Childhood Education;	A degree from any regionally accredited college or university is acceptable. This rule is to highlight that Colorado requires a bachelor’s degree in Early Childhood Education. The Department has cross-walked all Colorado College early childhood education courses with rules and regulations. Regional accreditation is the education accreditation of colleges and universities in the United States by one of seven accrediting agencies. The accreditation process is a way for colleges and universities to demonstrate to employers and licensing agencies that their credits and degrees meet minimum standards. <u>Middle States Commission:</u> (M)-Delaware, District of Columbia, Maryland, New Jersey, New York, Pennsylvania, Puerto Rico and the Virgin Islands. New England Association: (E H)-Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont.		Directors

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
		<u>Higher Learning Commission:</u> (NH)-Arizona, Arkansas, Colorado, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, New Mexico, North Dakota, Ohio, Oklahoma, South Dakota, West Virginia, Wisconsin and Wyoming. <u>Northwest Commission:</u> (NW)-Alaska, Idaho, Montana, Nevada, Oregon, Utah and Washington. <u>Southern Association:</u> (SC)-Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi North Carolina, South Carolina, Tennessee, Texas, Virginia <u>Western Association:</u> (WC) -Western Association of Schools and College Accrediting commission for Community and Junior Colleges		

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.214.B.2	Completion of all of the following three (3) semester credit hour courses from an accredited college or university in each of the following subject or content areas: a. Introduction to Early Childhood Professions; b. Introduction to Early Childhood Techniques; c. Guidance Strategies for Young Children or has been issued the Colorado Pyramid Model Training certificate of completion. d. Health, Nutrition, and Safety; e. Administration of Early Childhood Care and Education Programs; f. Administration: Human Relations for Early Childhood Professions or Introduction to Business; g. Curriculum Development: Methods and Techniques; h. Child Growth and Development; i. The Exceptional Child; and, j. Infant/Toddler Theory and Practice or have been issued the Expanding Quality Infant/Toddler Training certificate of completion; or,	A degree from any regionally accredited college or university is acceptable. A degree from a Colorado regionally accredited college or university is not required. Individuals must submit official unopened transcripts or electronic transcripts submitted directly from the regionally accredited college or university. The 10 required courses may be completed as part of a degree or individually. Regional accreditation is the education accreditation of colleges and universities in the United States by one of six accrediting agencies. The accreditation process is a way for colleges and universities to demonstrate to employers and licensing agencies that their credits and degrees meet minimum standards. <u>Middle States Commission:</u> (M)-Delaware, District of Columbia, Maryland, New Jersey, New York, Pennsylvania, Puerto Rico and the Virgin Islands.	Pyramid Plus Approach is a 54-hour training delivered by a Pyramid Plus Staff or Certified Trainer. To receive credit for Guidance Strategies and receive a certificate of attendance you must attend ALL days of training and complete ALL sessions. Healthy Child Care Training Calendar EQIT Expanding Quality in Infant Toddler Care Initiative Colorado Department of Early Childhood	Directors

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
		New England Association: (EH)-Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont. <u>Higher Learning Commission:</u> (NH)-Arizona, Arkansas, Colorado, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, New Mexico, North Dakota, Ohio, Oklahoma, South Dakota, West Virginia, Wisconsin and Wyoming. <u>Northwest Commission:</u> (NW)-Alaska, Idaho, Montana, Nevada, Oregon, Utah and Washington. <u>Southern Association:</u> (SC)-Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi North Carolina, South Carolina, Tennessee, Texas, Virginia <u>Western Association:</u>(WC) -Western Association of Schools and College-Accrediting Commission for Community and Junior Colleges.		

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.214.B.3	Completion of a course of training approved by the Department that includes course content listed at rule section 2.214(B)(1), and experience listed at rule section 2.214(C).	Approved course of training is a Current CDE Teacher License with endorsements that match the degrees we accept i.e.: ECE, ECSE, Elementary Education, Principal Licensure, Special Education	Colorado Teacher Endorsement Requirements	Directors
2.214.C	The experience requirements for the director of a large center must include direct work with young children within an early care and education setting and is based on the completion of the following amount of verified work experience in the care and supervision of four (4) or more children less than eight (8) years of age who are not related to the individual:	Experience verification letters must be on company letterhead, include the ages of children worked directly with, state the ages of (exclude children over age 8), include verifiable information such as date, date of employment, role, contact information of employer, be signed by the director, owner or HR representative. Satisfactory experience includes being a licensee of a Colorado Family Child Care Home, a Teacher's Aide, or a Teacher in a child care center, preschool, or elementary school.	How Experience Works in Child Care Licensing Qualifications and in the Early Childhood Professional Credential 3.0	Directors

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.214.C.1	Persons with a Bachelor's, Master's, or Doctorate degree with a major emphasis as listed in rule section 2.214(B)(1), or individuals with an early childhood professional credential level III version 3.0 as determined by the Department; no additional experience is required.	This letter must be submitted to the Department with the application for a large center director letter.	Align with PDIS credential options. About the Office of Elementary Literacy and School Readiness (ELSR)	Directors
2.214.C.2	Persons with an Associate's degree in Early Childhood Education or Child Development must have three (3) months (455 hours) of verified experience.	Persons must complete the 10 required ECE courses: a. Intro to ECE b. Intro to Early Childhood Professions/Lab Techniques c. Guidance Strategies -or Department approved Colorado Pyramid Plus Approach Training d. Health, Safety and Nutrition e. Admin of ECE Programs f. Admin: Human Relations or Intro to Business g. Curriculum Development: Methods and Techniques h. Child Growth and Development i. The Exceptional Child j. Infant and Toddler Theory and Practice or Department Approved Expanding Quality Infant/Toddler Training (EQIT).		Directors

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
		Satisfactory experience includes being a licensee of a Colorado Family Child Care Home, a Teacher's Aide, or a Teacher in a child care center, preschool, or elementary school.		
2.214.C.5.b	Additional requirements for verified experience include: For family childcare home experience to be considered, the applicant must be, or have been, the licensee in the State of Colorado.	For a Family Child Care Home experience to be considered Licensee must provide a copy of their Child Care License or letter from the Department as verification.	Please contact the Department at the following email address to request an Experience Verification Letter: cdec_eclchildcarelicensing@state.co.us	Directors
2.214.D.1	All individuals who were previously qualified as a large center director by the Department, who have not completed the required courses in each of the following subject or content areas, must take one (1) course every two (2) years from an accredited college or university, with all courses completed by February 1, 2022, or be in compliance with a current Transitory Director Qualification Letter. Official transcripts listing completion of one (1) or more of the five (5) courses shall be submitted to the Department within thirty (30) calendar days of completing each course until all five (5) courses have been completed in:	These individuals were qualified as a large center director prior to completing: a. Guidance Strategies for Young Children or has been issued a Colorado Pyramid Model Training certificate of completion; b. Health, Nutrition, and Safety or Child Nutrition; c. The Exceptional Child;		Directors

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
		d. Infant/Toddler Theory and Practice or have been issued the Expanding Quality in Infant and Toddler Care Training certificate of completion; and, e. Administration: Human Relations for Early Childhood Professions or Introduction to Business. Individuals currently on the Transitory pathway toward qualification may continue until all coursework is completed. The Department is not issuing new Transitory qualifications to those who were previously qualified and no longer meet the qualifications.		
2.214.D.2	Except for individuals holding an Early Childhood Professional Credential Level III Version 3.0 as determined by the Department, directors meeting all large center director requirements in rule Section 2.214.B Section, in centers operating more than six (6) hours a day must complete a three (3) semester credit hour course from an accredited college or university every five (5) years in a subject related to the operation of a center and must be able to demonstrate the relationship of the course taken to the operation of the center.	If you are applying for a renewal, you must meet the following requirements: Completed a three-credit college course. The 3-credit college course must be completed at an Accredited institution and benefit you in your role as a large center director. The department will not accept a course that has been previously taken less than 10 years prior. The renewal course does not need to be an Early Childhood Course Suggestions	Once you are logged in: Select "Main Menu"- 3 Lines in the top right-hand corner Select "Credentials and Qualifications" Select "My Applications" Select "New Application"	Directors

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
		for ongoing coursework for renewal of director qualification focused on: 1) administration and budgeting, 2) instructional leadership, 3) teacher development, and 3) family diversity. If you are renewing with your current Early Childhood Professional Credential Level 4 version 2.0 or Level 3 version 3.0, please select this option in the Renewal application pre-check. Your director certificate will expire on the same date that your qualifying credential expires. Individuals who are not currently employed in the role of director, but are renewing their qualification to assume the role of director, must meet the renewal course or credential requirements.	Select "Child Care Licensing Qualifications" Select Application Type- "Director- Large Center (Renewal)" Proceed to the application You will be asked to upload a copy of your current/most recent director qualification letter and your Official Transcripts of the 3-credit college course you completed. Please answer the question as to how the course you completed is relevant to your work as a large center director.	

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
			The department will not accept a 3-credit course that has been previously taken less than 10 years prior. Department Approved Trainings accepted outside of the 3-credit college course: Completion of EQIT, or Pyramid Plus if completion of the equivalent course or same course was completed more than 10 years prior. Current CDE Teaching License with qualifying Endorsement. MACTE Montessori Certification issued within the last 5 years.	

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
			Credential for Career and Technical Education to teach Early Childhood Education courses at an accredited institution. Large Center Director Renewal Requirements	
2.214.D.4	Director letters must be renewed prior to the expiration date or the letter becomes invalid and the individual no longer qualifies as a director of a large center.	The Department recommends starting the renewal process 3-4 months prior to your qualification expiration date. If you are renewing your qualifications with an Early Childhood Professional Credential, please begin that process prior to submitting your director renewal application.	PDIS Professional Development Information System	Director

2.214.F ASSISTANT DIRECTOR REQUIREMENTS

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.214.F.1	An assistant director working under the supervision of a director must be at least eighteen (18) years of age, have at least nine (9) months (1,365 hours) of experience as an Early childhood teacher, and must meet one (1) of the following qualifications:		 CCC_ ASSISTA... How Experience Works in Child Care Licensing Qualifications and in the Early Childhood Professional Credential 3.0	Assistant Director
2.214.F.1.a	An assistant director working under the supervision of a director must be at least eighteen (18) years of age, have at least nine (9) months (1,365 hours) of experience as an early childhood teacher, and must meet one (1) of the following qualifications: A Bachelor's, Master's, or Doctorate degree from an accredited college or university.	College transcripts The Department will accept copies of official transcripts or transcripts printed from the student's account if the information is verifiable. Experience must have been in the role of an ECT. Diplomas are not accepted in place of Official Transcripts- The Department must be able to review coursework completed during the degree program. Transcripts must be kept in staff files for verification at all times. All course grades used for assistant director must be a "C" or better.	 CCC_ ASSISTA... DAPIP Homepage	Assistant Director

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.214.F.1.b	An assistant director working under the supervision of a director must be at least eighteen (18) years of age, have at least nine (9) months (1,365 hours) of experience as an early childhood teacher, and must meet one (1) of the following qualifications: Completion of at least half of the required coursework for director qualifications in rule section 2.214(B)(2), including the following two (2) administration courses:	Completion of at least half of the required coursework for director qualifications listed in rule Section 2.214(B)(2) (5 courses). 2 of the 5 courses must be 1. Administration of Early Childhood Care and Education Programs. 2. Administration: Human Relations for Early Childhood Professions, or Introduction to Business. -Experience must have been in the role of an ECT -Diplomas are not accepted in place of Official Transcripts. - The Department must be able to review coursework completed during the degree program. -Transcripts must be kept in the staff file for verification at all times. -All course grades used for assistant director must be a “C” or better.	 CCC_ ASSISTA...	Assistant Director

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.214.F.1.b.(1)	An assistant director working under the supervision of a director must be at least eighteen (18) years of age, have at least nine (9) months (1,365 hours) of experience as an early childhood teacher, and must meet one (1) of the following qualifications: Completion of at least half of the required coursework for director qualifications in rule section 2.214(B)(2), including the following two (2) administration courses: Administration of Early Childhood Care and Education Programs; and,	-Experience must have been in the role of an ECT -Diplomas are not accepted in place of Official Transcripts. -The Department must be able to review coursework completed during the degree program. -Transcripts must be kept in the staff file for verification at all times. -All course grades used for assistant director must be a “C” or better.	PDF CCC_ ASSISTA...	Assistant Director
2.214.F.1.b.(2)	An assistant director working under the supervision of a director must be at least eighteen (18) years of age, have at least nine (9) months (1,365 hours) of experience as an early childhood teacher, and must meet one (1) of the following qualifications: Completion of at least half of the required coursework for director qualifications in rule section 2.214(B)(2), including the following two (2) administration courses: Administration: Human Relations for Early Childhood Professions, or Introduction to Business.	-Experience must have been in the role of an ECT -Diplomas are not accepted in place of Official Transcripts - The Department must be able to review coursework completed during the degree program. -Transcripts must be kept in the staff file for verification at all times. -All course grades used for assistant director must be a “C” or better.	PDF CCC_ ASSISTA...	Assistant Director

2.215 DIRECTOR QUALIFICATIONS- SMALL CHILD CARE CENTER

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.215.A.2	The director or substitute director of a small center must either: meet large center director qualifications or meet at least one (1) of the following qualifications: Possess a current early childhood professional credential Level II or higher in Version 3.0 as determined by the Department; or,		PDIS Professional Development Information System Early Childhood Professional Credential 3.0 Worksheet	Small Child Care Center Director
2.215.A.3	The director or substitute director of a small center must either: meet large center director qualifications or meet at least one (1) of the following qualifications: Current certification as a child development associate (CDA) credential in: center-Based, preschool; center-based, infant-toddler; or family child care; or other Department-approved credential.	Other Department approved credentials include but are not limited to: Stanley British Primary School, American Montessori International (AMI) American Montessori, North American Montessori Center, Society (AMS) United Montessori Association, Center for Guided Montessori Studies and the Caspari Montessori Institute. The CDA credential must provide a copy of the certificate issued by the Council for Professional Recognition www.cdacouncil.org.	For further information and future changes please reference the Early Childhood Teacher/ Director equivalency charts found on the following website: https://cdec.colorado.gov/ An individual using a CDA credential for qualification must provide a copy of the certificate issued by the Council for	Small Child Care Center Director

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
			Professional Recognition. CDA Council Healthy Child Care Training Calendar	
2.215.A.4.a-b	The director or substitute director of a small center must either: meet large center director qualifications or meet at least one (1) of the following qualifications: Two (2) years and nine (9) months (5,005 hours) of satisfactory experience in the care and supervision of four (4) or more children less than eight (8) years of age who are not related to the individual, and at least two (2) three (3)-semester credit hour courses from an accredited college or university in Early Childhood Education, and one (1) of the courses must be either: - Introduction to Early Childhood; or, - Early Childhood Guidance Strategies for Children or has been issued Colorado Pyramid Model Training certificate of completion; or,	Completion of the entire Pyramid Plus Approach training course can be substituted for the guidance strategy course. The Pyramid PlusApproach training taught by a certified Pyramid coach/ trainer which includes 18 sessions and receipt of a Certificate of Training from The Colorado Center for Social Competence and Inclusion will substitute for the ECE 103 Guidance and Strategies for Young Children training Satisfactory experience includes being a licensee of a Colorado Family Child Care Home or working in a licensed child care program providing care and supervision of a least four (4) or more children less than eight (8) years of age.	Allows flexibility for programs to meet this regulation. The Colorado Center for Social Emotional Competence and Inclusion Pyramid Colorado	Small Child Care Center Director

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.215.D	Substitute Director Requirements			
2.215.D.1	In the absence of the director of a small center, an individual who meets director qualifications for a small center or a large center must substitute for the director.	A person with small center or large center director qualifications must be on site for 60% of the day.		Small Child Care Center Director
2.216 QUALIFICATIONS FOR TEACHERS, SUBSTITUTES, STAFF AIDES, AND VOLUNTEERS				
2.216.A Early Childhood Teacher				
2.216.A.1	An early childhood teacher, assigned responsibility for a single group of children and working under the supervision of a director, must be at least eighteen (18) years of age and meet at least one (1) of the following qualifications:	College transcripts The Department will accept copies of official transcripts or transcripts printed from the student's account if the information is verifiable.	 CCC_ ECT Qu...	All types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.216.A.1.a	An early childhood teacher, assigned responsibility for a single group of children and working under the supervision of a director, must be at least eighteen (18) years of age and meet at least one (1) of the following qualifications: A Bachelor's, Master's, or Doctorate degree from an accredited college or university with a major area of study in one (1) of the following areas:	Directors of programs or administrators hiring authority are expected to review transcripts, experience and hire qualified staff for the program. The Department has cross-walked all Colorado college early childhood education courses with rules and regulations. Please reference the cross-walked courses on the website. Regional accreditation is the education accreditation of colleges and universities in the United States by one of the accrediting agencies. The accreditation process is a way for colleges and universities to demonstrate to employers and licensing agencies that their credits and degrees meet minimum standards. Bachelor's degrees in unrelated fields must contain 30 credits in the degree listed. Master's degrees in unrelated fields must contain 21 credits in the degree listed. Doctorate degrees in an unrelated field must contain 30 credits in the degree listed.	Database of Accredited Postsecondary Institutions and Programs	All types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.216.A.1.c.(1)	An early childhood teacher, assigned responsibility for a single group of children and working under the supervision of a director, must be at least eighteen (18) years of age and meet at least one (1) of the following qualifications: An Associate's degree (60 semester credit hours) from an accredited college or university in Early Childhood Education or Child Development, which must include at least two (2), three (3)-semester credit hour courses in either: Introduction to Early Childhood Professions; or,	No additional experience is required		All types
2.216.A.1.c.(2)	An early childhood teacher, assigned responsibility for a single group of children and working under the supervision of a director, must be at least eighteen (18) years of age and meet at least one (1) of the following qualifications: An Associate's degree (60 semester credit hours) from an accredited college or university in Early Childhood Education or Child Development, which must include at least two (2), three (3)-semester credit hour courses in either: Early Childhood Guidance Strategies for Children or has been issued a Colorado Pyramid Model Training certificate of completion; or,	No additional experience is required	Healthy Child Care Colorado Training Calendar	All types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.216.A.1.d	An early childhood teacher, assigned responsibility for a single group of children and working under the supervision of a director, must be at least eighteen (18) years of age and meet at least one (1) of the following qualifications: A current professional teaching license issued by the Colorado Department of Education with an Endorsement in the area of Elementary Education, Early Childhood Education, Early Childhood Special Education, or Early Childhood Special Education Specialist; or,	Verifiable copy of CDE Teacher License with the required Endorsements: Early Childhood Education, Early Childhood Special Education, Early Childhood Special Education Specialist, Elementary Education, Principal Licensure or Special Education -Teacher License must have a current expiration date. Current Teacher License fulfills the experience requirement based on a previously earned Bachelor’s degree or higher verified by CDE.	Colorado Teacher Endorsement Requirements CDE	All types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.216.A.1.e	An early childhood teacher, assigned responsibility for a single group of children and working under the supervision of a director, must be at least eighteen (18) years of age and meet at least one (1) of the following qualifications: A current early childhood professional credential Level II or higher in version 3.0 as determined by the Department; or,		PDIS Professional Development Information System Early Childhood Professional Credential 3.0 Worksheet	All types
2.216.A.1.f	An early childhood teacher, assigned responsibility for a single group of children and working under the supervision of a director, must be at least eighteen (18) years of age and meet at least one (1) of the following qualifications: Current certification as a Child Development Associate (CDA) credential in: Center-Based, Preschool; Center-Based, Infant-Toddler; or Family Child Care; or other Department-approved credential; or,	Current CDA Certificate issued by the CDA Council	CDA Council	

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.216.A.1.g	An early childhood teacher, assigned responsibility for a single group of children and working under the supervision of a director, must be at least eighteen (18) years of age and meet at least one (1) of the following qualifications: Completion of a course of training approved by the Department and published on the Department's approval list; and nine (9) months (1,365 hours) of verified experience in the care and supervision of four (4) or more children less than eight (8) years of age who are not related to the individual.	• Montessori Training MACTE Accredited (AMI & AMS) • Delta/Montrose Technical Center • Buell Early Childhood Leadership Institute • Clayton Institute / UCD • Stanley British Primary School / UCD • Emily Griffith • Pickens Tech Current certificate, Program Diploma or Official Transcript Satisfactory experience includes being a licensee of a Colorado Family Child Care Home or working in a licensed child care program providing care and supervision of a least four (4) or more children less than eight (8) years of age.	PDF CCC_ ECT Qu... How Experience Works in Child Care Licensing Qualifications and in the Early Childhood Professional Credential 3.0	All types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.216.A.1.h	An early childhood teacher, assigned responsibility for a single group of children and working under the supervision of a director, must be at least eighteen (18) years of age and meet at least one (1) of the following qualifications: Three (3) months (455 hours) of verified experience in the care and supervision of four (4) or more children less than eight (8) years of age who are not related to the individual; and the completion of eighteen (18) semester credit hours from an accredited college or university in Early Childhood Education, with one (1) course as:	College transcripts The Department will accept copies of official transcripts or transcripts printed from the student's account if the information is verifiable. Satisfactory experience includes being a licensee of a Colorado Family Child Care Home or working in a licensed child care program providing care and supervision of a least four (4) or more children less than eight (8) years of age.	 CCC_ ECT Qu...	All types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.216.A.1.i.(1)	Twenty-one (21) months (3,185 hours) of verified experience in the care and supervision of four (4) or more children less than eight (8) years of age who are not related to the individual. Satisfactory experience includes being a licensee of a Colorado Family Child Care Home, a Teacher's Aide or Teacher in a childcare center, preschool, or elementary school. In addition, the individual must either: Possess a current Early Childhood Professional Credential Level I or higher in Version 3.0 as determined by the Department.	A current Colorado Level I (one) Credential (version 2.0 and 3.0) -OR- Official Transcript Twenty-one (21) months (3,185 hours) of verified experience in the care and supervision of four (4) or more children less than eight (8) years of age who are not related to the individual. Satisfactory experience includes being a licensee of a Colorado Family Child Care Home or working in a licensed child care program providing care and supervision of a least four (4) or more children less than eight (8) years of age. • The 3,185 hours of verified experience must be additional and not used to earn the Level 1 (one) Credential. • The experience used to obtain the Colorado Level 1 (one) Credential must be attached to the credential. The additional 21 months of experience must be in the staff member's file and available for review. Satisfactory experience includes being a licensee of a Colorado Family Child Care Home, a Teacher's Aide, or a Teacher in	 CCC_ ECT Qu...	All types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
		a child care center, preschool, or elementary school.		
2.216.A.1.i.(2)	Twenty-one (21) months (3,185 hours) of verified experience in the care and supervision of four (4) or more children less than eight (8) years of age who are not related to the individual. Satisfactory experience includes being a licensee of a Colorado Family Child Care Home, a Teacher's Aide or Teacher in a childcare center, preschool, or elementary school. In addition, the individual must either: Complete two (2) three (3) semester credit hour courses from an accredited college or university in Early Childhood Education with one (1) course as either:	A current Colorado Level I (one) Credential (version 2.0 and 3.0) -OR- Official Transcript Twenty-one (21) months (3,185 hours) of verified experience in the care and supervision of four (4) or more children less than eight (8) years of age who are not related to the individual. Satisfactory experience includes being a licensee of a Colorado Family Child Care Home or working in a licensed child care program providing care and supervision of a least four (4) or more children less than eight (8) years of age. • The 3,185 hours of verified experience must be additional and not used to earn the Level 1 (one) Credential. • The experience used to obtain the Colorado Level 1 (one) Credential must be attached to the credential. The additional 21 months of experience must be in the staff member's file and available for review.	PDF CCC_ ECT Qu...	All types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
		Satisfactory experience includes being a licensee of a Colorado Family Child Care Home or working in a licensed child care program providing care and supervision of a least four (4) or more children less than eight (8) years of age.		
2.216.A.1.i.(2).(a)	Twenty-one (21) months (3,185 hours) of verified experience in the care and supervision of four (4) or more children less than eight (8) years of age who are not related to the individual. Satisfactory experience includes being a licensee of a Colorado Family Child Care Home, a Teacher's Aide or Teacher in a childcare center, preschool, or elementary school. In addition, the individual must either: Complete two (2) three (3) semester credit hour courses from an accredited college or university in Early Childhood Education with one (1) course as either: Introduction To Early Childhood Professions or has been issued the Child Development Associate (CDA) Credential; Or,	A current Colorado Level I (one) Credential (version 2.0 and 3.0) -OR- Official Transcript Twenty-one (21) months (3,185 hours) of verified experience in the care and supervision of four (4) or more children less than eight (8) years of age who are not related to the individual. Satisfactory experience includes being a licensee of a Colorado Family Child Care Home or working in a licensed child care program providing care and supervision of a least four (4) or more children less than eight (8) years of age. • The 3,185 hours of verified experience must be additional and not used to earn the Level 1 (one) Credential.	 CCC_ ECT Qu...	All types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
		• The experience used to obtain the Colorado Level 1 (one) Credential must be attached to the credential. The additional 21 months of experience must be in the staff member's file and available for review. Satisfactory experience includes being a licensee of a Colorado Family Child Care Home or working in a licensed child care program providing care and supervision of a least four (4) or more children less than eight (8) years of age.		
2.216.A.1.i.(2).(b)	Twenty-one (21) months (3,185 hours) of verified experience in the care and supervision of four (4) or more children less than eight (8) years of age who are not related to the individual. Satisfactory experience includes being a licensee of a Colorado Family Child Care Home, a Teacher's Aide or Teacher in a childcare center, preschool, or elementary school. In addition, the individual must either: Complete two (2) three (3) semester credit hour courses from an accredited college or university in Early Childhood Education with one (1) course as either: Early Childhood Guidance Strategies for Children or has been issued a Colorado Pyramid Model Training certificate of completion.	A current Colorado Level I (one) Credential (version 2.0 and 3.0) -OR- Official Transcript Twenty-one (21) months (3,185 hours) of verified experience in the care and supervision of four (4) or more children less than eight (8) years of age who are not related to the individual. Satisfactory experience includes being a licensee of a Colorado Family Child Care Home or working in a licensed child	 CCC_ ECT Qu...	All types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
		care program providing care and supervision of a least four (4) or more children less than eight (8) years of age. • The 3,185 hours of verified experience must be additional and not used to earn the Level 1 (one) Credential. • The experience used to obtain the Colorado Level 1 (one) Credential must be attached to the credential. The additional 21 months of experience must be in the staff member's file and available for review. Satisfactory experience includes being a licensee of a Colorado Family Child Care Home or working in a licensed child care program providing care and supervision of a least four (4) or more children less than eight (8) years of age.		
2.216.A.2	All course grades used for the early childhood teacher requirements must be a "C" or better.	The course will not be accepted if the grade is a "D" or "F" or is incomplete.		All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.216.A Infant Program Staff				
2.216.B.1.a	The infant program must have an infant program supervisor who meets at least one (1) of the following qualifications:	For every 20 infants enrolled, there must be 1 qualified infant program supervisor. See rule 2.217.B.2	 CCC_ IPS Infa...	Infant
2.216.B.1.a.(1)	The infant program must have an infant program supervisor who meets at least one (1) of the following qualifications: A Registered Nurse, with an active license from the Colorado State Board of Nursing, with a minimum of three (3) months (455 hours) of verifiable experience in the care and supervision of infants who are not related to the individual.	Official Colorado current RN License. RN Licensure does not need to be from CO and a CCHC may be licensed in a Nurse Licensure Compact (NLC) state.	 CCC_ IPS Infa... PDIS Professional Development Information System Early Childhood Experience Explained	Infant

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.216.B.1.a.(2)	The infant program must have an infant program supervisor who meets at least one (1) of the following qualifications: A Licensed Practical Nurse, with an active license from the Colorado State Board of Nursing, a minimum of nine (9) months (1,365 hours) of verifiable experience in the care and supervision of infants who are not related to the individual.	Official Colorado LPN license.	PDF CCC_ IPS Infa...	Infant
2.216.B.1.a.(3)	The infant program must have an infant program supervisor who meets at least one (1) of the following qualifications: An adult who holds a certificate in infant and toddler care from an accredited college or university with completion of a minimum of thirty (30) semester credit hours in the development and care of infants and toddlers in a group setting; or,		PDF CCC_ IPS Infa...	Infant

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.216.B.1.a.(4)	The infant program must have an infant program supervisor who meets at least one (1) of the following qualifications: An adult who is currently certified as a child development associate (CDA) in: center-based, preschool; center-based, infant-toddler; or family child care; and has completed the infant/toddler theory and practice or has been issued the expanding quality in infant and toddler care training certificate of completion; or,		 CCC_ IPS Infa... CDA Council	Infant
2.216.B.1.a.(5).a-b	The infant program must have an infant program supervisor who meets at least one (1) of the following qualifications: An adult who holds a current early childhood professional credential Level II or higher in version 3.0, as determined by the Department, has a minimum of nine (9) months (1,365 hours) of verifiable experience in the care and supervision of infants and/or toddlers, and: a. Has completed one (1) three (3) semester credit hour course in infant/toddler development; or, b. Has completed the Department-approved expanding quality in infant and toddler care training course.		 CCC_ IPS Infa... PDIS Professional Development Information System EQIT Expanding Quality in Infant and Toddler Initiative	Infant

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.216.B.1.b. (1)	An infant program early childhood teacher must meet the following requirements: Meet the qualifications for an early childhood teacher found at rule section 2.216(A), or be qualified as an infant program supervisor; and	Verification of qualifications must be available in staff files. The infant program supervisor must be present in an infant room.	 CCC_ IPS Infa...  CCC_ ECT Qu...	Infant
2.216.B.1.b. (2)	An infant program early childhood teacher must meet the following requirements: Has a minimum three (3) months (455 hours) of verifiable experience in the care and supervision of children under three (3) years of age.	The Department will accept copies of verifiable experience. Documentation of hours should be on company letterhead.	 CCC_ ECT Qu...	Infant
2.216.B.1.c	Prior to being assigned a group of children, the infant program early childhood teacher must complete eight (8) hours of orientation in the infant program under the supervision of the infant program supervisor. The orientation may include, but not limited to, the following topics: Toys and equipment, appropriate activities for infants and toddlers, appropriate sleep positions for infants and toddlers, and the safe and appropriate diaper change technique.	There must be documentation to verify the completion of the eight hours of orientation. This should include the topics that were covered in the staff member's file. All staff must be complete in infant orientation prior to working in the infant room. This is part of infant room orientation and does not count as ongoing training. This is to ensure that the staff member is familiar with the infant program	PDIS Professional Development Information System ECEA Infant Toddler Orientation - Early Childhood Education Association of Colorado Bright	Infant

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
			Foundation is an accepted training. Training ECEA	
2.216.B.1.d	The infant program staff aide must be at least eighteen (18) years of age, must have completed eight (8) hours of orientation as listed above at the infant program, and must work under the direct supervision of an infant early childhood teacher.	There must be documentation to verify the completion of the eight hours of orientation. This should include topics that were covered in the staff members' files. This is to ensure that the staff member is familiar with the infant program.	PDIS Professional Development Information System ECEA Infant Toddler Orientation - Early Childhood Education Association of Colorado Bright Foundation is an accepted training. Training ECEA	Infant

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.216.B.1.e	There must be at least one (1) staff member on duty in each infant room at all times who holds a current Department-approved First Aid and Safety certificate that includes CPR for all ages of children.	Verifiable copy of Department approved certification.	To ensure proper CPR/First Aid coverage. † DECL Approve...	Infant
2.216.B.2.a	In the infant program, there must be a qualified infant program supervisor present sixty percent (60%) of the hours of operation of the infant program who is responsible for the care of the infants. An individual qualified as an Infant Early Childhood Teacher must be responsible during the remaining time.	Verification of qualifications must be available in staff files. The infant program supervisor must be present in an infant room. The infant program supervisor has the knowledge and expertise in the care of infants and must be the person responsible for supervising the infant program.		Infant
2.216.B.2.b	The infant program supervisor or an infant early childhood teacher must be assigned to each group of ten (10) or fewer infants in attendance. An infant program staff aide may be assigned to assist the infant program supervisor or the infant early childhood teacher when six (6) through ten (10) infants are in care in the group to maintain the staff ratio of one (1) adult for each five (5) infants.	Verification of qualifications must be available in staff files. The infant program supervisor must be present in an infant room.	The infant program supervisor has the knowledge and expertise in the care of infants must be the person responsible for supervising the infant program.	Infant

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.216.B.2.c	There must be assigned at least one (1) infant program supervisor in the infant program for each twenty (20) or fewer infants in attendance.	Verification of qualifications must be available in staff files. The infant program supervisor must be present in an infant room. The infant program supervisor has the knowledge and expertise in the care of infants must be the person responsible for supervising the infant program.		Infant
2.216.C Toddler Program Staff				
2.216.C.1.a. 1	The toddler early childhood teacher, a staff member assigned responsibility for a single group and working under the supervision of the director, must meet at least one (1) of the following qualifications: A Registered Nurse, licensed to practice in Colorado, with a minimum of three (3) months (455 hours) of verifiable experience in the care and supervision of children less than three (3) years of age who are not related to the individual.	Official Colorado current RN license.	PDIS Professional Development Information System	Toddler

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.216.C.1.a. 2	The toddler early childhood teacher, a staff member assigned responsibility for a single group and working under the supervision of the director, must meet at least one (1) of the following qualifications: A Licensed Practical Nurse, licensed to practice in Colorado, with at least nine (9) months (1,365 hours) of verifiable experience in the care and supervision of children less than three (3) years of age who are not related to the individual.	Official Colorado current LPN license.	PDIS Professional Development Information System	Toddler
2.216.C.1.a. 4	The toddler early childhood teacher, a staff member assigned responsibility for a single group and working under the supervision of the director, must meet at least one (1) of the following qualifications: An adult who is certified as a child Development Associate (CDA) in: center-based, preschool; center-based, infant-toddler; or family child care; or is certified as a child care professional (CCP); or holds another Department-approved certificate.	There must be verification of a current CDA or other Department approved certificate. An individual using a CDA credential for qualification must provide a copy of the certificate issued by the Council for Professional Recognition.	CDA Council	Infant, Toddler

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.216.C.2	Staff Aides must be at least sixteen (16) years of age, must work directly under the supervision of the director or a toddler early childhood teacher, and must have completed eight (8) hours of orientation at the toddler program.	There must be documentation to verify the completion of the eight hours of orientation. This documentation should include the topics that were covered in the orientation and be maintained in the staff member’s file.	PDIS Professional Development Information System	Toddler
2.216.C.3	For every fifteen (15) or fewer toddlers, there must be at least one (1) staff member in the toddler program at all times who has a current Department-approved First Aid and Safety certificate that includes CPR for all ages of children.	Each toddler classroom is considered a “toddler program”. This is to ensure there is a staff member present at all times in the toddler classroom with CPR for toddler-aged children. There must be at least one staff member in each toddler classroom with a current Department approved First Aid and Safety certificate that includes CPR for all ages of children.		Toddler

2.216.D Kindergarten Teacher

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.216.D.1	A kindergarten teacher, assigned responsibility for a single group of children during times specified in rule section 2.217, must meet one (1) of the following qualifications:: Each teacher of a kindergarten class must have the same qualifications as a director for a large center (see rule section 2.214); or must possess a current professional teaching license issued by the Colorado Department of Education in elementary education; or	Verification can be a current Colorado Teacher License in Elementary or Early Childhood Education.	Colorado Teacher Endorsement Requirements CDE	All Types
2.216.D.1.b	A kindergarten teacher, assigned responsibility for a single group of children during times specified in rule section 2.217, must meet one (1) of the following qualifications: A current Early Childhood Professional Credential Level III or higher in Version 3.0 as determined by the Department.		PDIS Professional Development Information System  CCC_ ECT Qu...	
2.216.E An Assistant Early Childhood Teacher				

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.216.E.1	An assistant early childhood teacher, assigned responsibility for a single group of children during times specified in rule section 2.217, must meet one (1) of the following qualifications:		 CCC_ ASSISTA... Employment Verification Letter	All types
2.216.E.1	An assistant early childhood teacher, assigned responsibility for a single group of children during times specified in rule section 2.217, must meet one (1) of the following qualifications: Completion of one (1) of the early childhood education courses in rule section 2.214(B)(2), with a course grade of “C” or better; and a minimum of nine (9) months (1,365 hours) of verified experience in the care and supervision of four (4) or more children less than eight (8) years of age who are not related to the individual. Assistant early childhood teachers must be enrolled in and attending the second (2nd) early childhood education course, which will be used as the basis for their qualification for the position of early childhood teacher; or	The assistant early childhood teacher must have verification of qualifications in the staff file. Proper staff-to-child ratio must be followed per staff-to-child ratios at 2.217.	 CCC_ ASSISTA... Employment Verification Letter	All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.216.E.2	An assistant early childhood teacher, assigned responsibility for a single group of children during times specified in rule section 2.216, must meet one (1) of the following qualifications: Completion of two (2) of the early childhood education courses referenced in rule section 2.216(A)(1)(b), with a course grade of “C” or better and no experience; or,		PDF CCC_ ASSISTA...	All Types
2.216.E.3	An assistant early childhood teacher, assigned responsibility for a single group of children during times specified in rule section 2.216, must meet one (1) of the following qualifications: A current Early Childhood Professional Credential Level I or higher in Version 3.0 as determined by the Department.		PDF CCC_ ASSISTA...	All Types
2.216.F Substitute Staff				

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.216.F.1	Equally qualified staff must be available to substitute for regularly assigned staff who are sick, on vacation, or otherwise unable to be on duty.			All Types
2.216.F.2	For short term unscheduled Early Childhood Teacher vacancies up to ten (10) business days per calendar year, an Assistant Early Childhood Teacher can substitute for the Early Childhood Teacher. The date and times of substitution must be recorded and available for review at all times.	If the ECT qualified teacher is vacant due to unplanned events (illness, bereavement, other emergencies), an Assistant Early Childhood Teacher can substitute for the ECT qualified teacher for up to 10 business days per calendar year. The Assistant Early Childhood teacher cannot be a substitute for the infant program supervisor.	W CCC - Substit...	All types
2.216.G Staff Aide				

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.216 G. 3	Staff aides, without supervision from an early childhood teacher or director, may supervise no more than two (2) preschool age children while assisting the children with diapering or toileting.	Staff aides may also assist with transitioning no more than 2 preschool age children to a different classroom or the office if needed.	File	
2.216.H Volunteers				
2.216.H.1	Volunteers who are used to meet staff to child ratio must be equally qualified as an early childhood teacher, assistant early childhood teacher, or staff aide. Equally qualified volunteers must have complete staff records as required in rule section 2.210 and complete training requirements as required in rule section 2.213.	The facility must maintain a record of the hours worked by the volunteer. Volunteers must complete fingerprint based background checks and the State Department automated child abuse and neglect background check. This is to ensure frequent volunteers have the requirements that are necessary for all staff.	Volunteer/ Visitors	All types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.216.H.2	Volunteers who are not required to be equally qualified or successfully complete background checks must be supervised and given instruction as to the center's policies and procedures.	The facility must maintain a written record of the hours worked by the volunteer and available for review by the Licensing Specialist.		All types
2.216.H.3	Volunteers between the ages of twelve (12) and sixteen (16) must have a written purpose developed by the center for volunteering and may not volunteer for more than two (2) hours per day.	The facility must maintain a record of the hours worked by the volunteer. The written purpose must be available for licensing review per request. Encourages programs to mentor youth in the field of early childhood.		All types

2.217 Required Staff and Supervision

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.217.A.2	Staff-Child Ratios: For full day programs, during times of low attendance and/or during the first and last hour of the day, when only eight (8) or fewer children are present in the facility, there must be at least one (1) Early Childhood Teacher or Assistant Early Childhood Teacher working with the children and a second staff member must be on site and immediately available. There must be no more than two (2) children less than the age of two (2) present. When nine (9) or more children are in attendance, at least two (2) staff members must be on duty.	This provides flexibility to the program during times of low attendance when there are eight or fewer children present at the facility. The program shall have policies ensuring the second person is immediately available and two staff members are on duty when the ninth child arrives. Staff members must be onsite and available to immediately enter the classroom or provide assistance during an emergency. The program shall have a safety checklist prior to combining the younger and older children together, to ensure there are not any choking items accessible to children less than 3 years of age. Children must be combined in the classroom licensed for the youngest child currently cared for in the group.		All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.217.A.3	The director of the center must be present at the center at least sixty percent (60%) of any day that the center is open.	The director or assistant director must be present at least 60 % of the day to complete the following director duties including, but not limited to greeting and assisting visitors to the program, providing human resource management, supervising program staff, responding to emergencies, addressing parental needs and complying with regulations. For the other 40 % of the day, there must be a staff member assigned at the center to perform the duties of a director as they arise.		All Types
2.217.A.3.a	The director of the center must be present at the center at least sixty percent (60%) of any day that the center is open. Centers licensed under the same governing body that provide care for preschool-age children only at multiple locations are not required to have a large center director qualified staff member assigned to each program. To qualify, centers must have an organizational structure that includes employees of the center that provide at least ten (10) administrative support elements from the following: 1) Colorado Preschool Program Coordinator; 2) Parent Educational Specialist; 3) Principal or Executive Director; 4) Health Coordinator; 5) Nurse; 6) Health Technician;	Best practice is to have documentation of the organizational structure on site to determine if the organizational structure is met. If a Licensing Specialist is not able to determine 10 administrative support elements of the organizational structure the specialist may ask the program to complete the organizational structure document.	W CCC - Organi...	All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
	7) Food Service Director; 8) A Registered Dietitian or an individual with a Master's level or higher education in Nutrition; 9) Fire/Health/Safety Inspector; 10) Mental Health Team; 11) Speech Language Pathologist; 12) Occupational/Physical Therapist; 13) School Psychologist; 14) Family Outreach Worker; 15) Human Resource Specialist; or 16) Transportation Manager			
2.217.A.4	If the director of a large center cannot be present sixty percent (60%) of any day, an assistant director must be on site acting in the capacity of the director.	If the director cannot be present at least 60 % of the day there must be a substitute qualified individual with current assistant director qualifications to complete the following director duties including, but not limited to: greeting and assisting visitors to the program, providing human resource management, supervision of program staff responding to emergencies, addressing parental needs and complying with regulations. The other 40 % of the day there must be a staff member assigned at the center to perform the duties of a director as they arise.	PDF CCC_ ASSISTA...	All types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.217.A.5	When there is a director vacancy or absence, an assistant director may substitute for the director for a maximum of up to twelve (12) weeks per calendar year. The assistant director must be on site at least sixty percent (60%) of any day the center is open. For vacancies exceeding twelve (12) weeks, an individual meeting director qualification must be on site acting as director until a new director is appointed. The dates must be documented and kept on file for review.	If the director cannot be present at least 60% of the day there must be a substitute qualified individual with current assistant director qualifications to complete the following director duties including, but not limited to: greeting and assisting visitors to the program, providing human resource management, supervision of program staff responding to emergencies, addressing parental needs and complying with regulations. The other 40% of the day there must be a staff member assigned at the center to perform the duties of a director as they arise.	W CCC - Substit...	All types
2.217.A.7	There must be assigned at least one (1) qualified Early Childhood Teacher supervising each group of children unless otherwise specified in rules. A director may be the assigned teacher for one (1) group of children.	The Early Childhood Teacher must be present with the group of children to count as supervising. The Early Childhood Teacher must have verification of qualifications in the staff file. This rule clarifies that only staff supervising the group of children are counted. Allows the director the flexibility to work in a classroom.	Clarifies that only staff supervising the group of children are counted. Allows the director the flexibility to work in a classroom. PDF CCC_ ECT Qu...	All types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.217.A.8	Full day programs may have Assistant Early Childhood Teachers supervise preschool-age and older children during the following periods of operation:	An Assistant Early Childhood Teacher can also supervise infant-toddler age children during the periods of operation described under 8 a,b,c,d, and e.	 CCC_ ASSISTA...	Full Day Programs
2.217.A.8.a	Full day programs may have Assistant Early Childhood Teachers supervise preschool-age and older children during the following periods of operation: Opening hours: an Assistant Early Childhood Teacher may be alone with children for the first two (2) hours of a center's daily operating hours;	The assistant early childhood teacher must have verification of qualifications in the staff file. Proper staff-to-child ratio must be followed per staff-to-child ratios 2.217. This replaces the memorandum 2010-08. Allowing programs the flexibility for an assistant early childhood teacher to be in charge of a group of children at specified times only. This rule also allows an assistant ECT to supervise Infant and toddler classrooms for the first two hours of a center's daily operating hours.		Full day programs

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.217.A.8.b	Full day programs may have Assistant Early Childhood Teachers supervise preschool-age and older children during the following periods of operation: Nap time: an Assistant Early Childhood Teacher may be alone with children for up to one (1) hour during nap time;	The assistant early childhood teacher must have verification of qualifications in the staff file. Proper staff to-child ratio must be followed per staff-to-child ratios 2.217. This replaces the memorandum 2010-08. Allowing programs the flexibility for an assistant early childhood teacher to be in charge of a group of children at specified times only. This rule also allows an assistant ECT to supervise Infant and toddler classrooms.		Full day programs
2.217.A.8.c	Full day programs may have Assistant Early Childhood Teachers supervise preschool-age and older children during the following periods of operation: Closing hours: an Assistant Early Childhood Teacher may be alone with children for up to the two (2) hours prior to the closing time of a center's daily operations;	The assistant early childhood teacher must have verification of qualifications in the staff file. The proper staff-to-child ratio must be followed per staff-to-child ratio. This replaces memorandum 2010-08. Allowing programs the flexibility for an assistant early childhood teacher to be in charge of a group of children at specified times only. This rule also allows an assistant ECT to supervise Infant and toddler classrooms		Full day programs

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
		for the last two hours of a center’s daily operating hours.		
2.217.A.8.d	Full day programs may have Assistant Early Childhood Teachers supervise preschool-age and older children during the following periods of operation: Taking children to the restroom or diapering; and,	The assistant early childhood teacher must have verification of qualifications in the staff file. Proper staff-to-child ratio must be followed per staff-to-child ratio 2.217 this replaces memorandum 2010-08. Allowing programs the flexibility for an assistant early childhood teacher to be in charge of a group of children at specified times only. This rule also allows an Assistant ECT to take an infant or toddler-aged child to the restroom or diapering.		All Types
2.217.A.8.e	Full day programs may have assistant early childhood teachers supervise preschool-age and older children during the following periods of operation: When substituting for an Early Childhood Teacher in compliance with rule section 2.215.F.2	This rule also allows an AECT to substitute for Infant and toddler ECT qualified staff but not the Infant Program Supervisor.	W CCC - Substit...	Full Day Programs

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.217.A.9	At least one (1) staff member with the current Department-approved Medication Administration training and delegation must be on duty at all times.	The staff member must have verification of current medication administration training and current delegation on file. There need to be sufficient staff members available to administer medication to any child who may need it on-site and/or on a field trip. All staff administering medication must have current CPR and First Aid training. Prior to licensure, there must be one staff with current Medication administration and delegation.		All Types
2.217.A.10	At nap time, the child to staff ratio may be doubled for children two and one half (2 ½) years of age and older in preschool classrooms when the following conditions have been met:	This option is only available to classrooms licensed for preschool and older children requiring nap times. This allows flexibility for programs to provide staff breaks and planning time.		Full day programs/ Preschool Only

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.217.A.10.a	At nap time, the child to staff ratio may be doubled for children two and one half (2 ½) years of age and older in preschool classrooms when the following conditions have been met: At least half of the children are sleeping.	This option is only available to classrooms licensed for preschool and older children requiring nap times. At least half of the children must be sleeping. This allows flexibility for programs to provide staff breaks and planning time.		Full day programs/ Preschool Only
2.217.A.10.b	At nap time, the child to staff ratio may be doubled for children two and one half (2 ½) years of age and older in preschool classrooms when the following conditions have been met: Another staff member is onsite in the center and immediately available.	This option is only available to classrooms licensed for preschool and older children requiring nap times. This allows flexibility for programs to provide staff breaks and planning time.		Full day programs/ Preschool Only
2.217.A.10.c	At nap time, the child to staff ratio may be doubled for children two and one half (2 ½) years of age and older in preschool classrooms when the following conditions have been met: Maximum group size and room capacity are not exceeded.	This option is only available to classrooms licensed for preschool and older children requiring nap times. This allows flexibility for programs to provide staff breaks and planning time.		Full day programs/ Preschool Only

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.217.A.10.d	At nap time, the child to staff ratio may be doubled for children two and one half (2 ½) years of age and older in preschool classrooms when the following conditions have been met: Staff member supervising children is qualified as an Early Childhood Teacher or Assistant Early Childhood Teacher.	This option is only available to classrooms licensed for preschool and older children requiring nap times. Staff qualifications must be on file. This allows flexibility for programs to provide staff breaks and planning time.	 CCC_ ECT Qu...  CCC_ ASSISTA...	Full day programs/ Preschool Only
2.217.A.11	Formal kindergarten class sessions must have one (1) staff member for each twenty-five (25) or fewer children in attendance. At other parts of the day when children are in attendance, the ratio must be one (1) staff member to each fifteen (15) or fewer children.	This applies only to a formal kindergarten class. The teacher must meet the qualifications for a Kindergarten teacher. This allows for larger group size during the period of intentional instruction.		Kindergarten
2.217.A.12	Children of the director or of staff members who attend the center and other children on the premises for supervision and care must be counted against the licensed capacity in the appropriate age groups.	Children of the director and staff members who attend the center must be in the appropriate licensed classroom. A proper staff-to-child ratio must be followed. All children at the center for supervision must be cared for according to regulations.		All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.217.A.13	In determining staff-child ratios, children who are in attendance for only part of the day are counted only while at the center.	A proper staff-to-child ratio must be followed. All children at the center for supervision must be cared for according to regulations.		All Types
2.217.A.14 Staff-Child Ratios				
2.217.A.14.a	In other preschool age combinations, the staff ratio for the youngest child must be utilized if more than twenty percent (20%) of the group is composed of younger children. This does not apply to infants and toddlers. The ratio for toddler groups is based on the youngest child in the group.	The toddler ratios must be maintained for the youngest toddler child regardless of the percentage of children. This allows programs the flexibility to have a higher staff-to-child ratio when older children are present.		Preschool/ Toddler
2.217.A.15 Maximum Group Size				
2.217.A.15.a	In other preschool age combinations, the maximum group size for the youngest child must be utilized if more than twenty percent (20%) of the group is composed of younger children. This does not apply to infants and toddlers. The group size for toddler groups is based on the youngest child in the group.	The toddler maximum group size must be maintained according to the age of the youngest toddler child regardless of the percentage of children. This allows programs the flexibility to have a larger group size when older children are present.		Toddler/ Preschool/ School-age

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.217.A.15.b	Preschool age and school-age groups of children must be separated into developmentally appropriate activities. Groups are not required to be separated from each other by permanent or portable dividers or walls.	Preschool and school-age groups of children must be separated into separate groups with an early childhood teacher for each group. All staff members acting in the capacity of an early childhood teacher must have verification of early childhood teacher qualifications. Groups must all be separated on the playground. To ensure age groups of children are combined appropriate activities are offered.		Preschool/ School-age
2.217.A.15.c	Group size for children in preschool and school-age classrooms may be exceeded for circle time, meal and snack time, special occasions, and activities.	Group size for preschool and older may only be exceeded during times specified in the rule. The proper number of early childhood teachers must be present for the number of children in the group during this time. For example, a second early childhood teacher is required when there are 21 children between the ages of 3 and 4 years.		Preschool/ School-age

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
		The proper staff-to-child ratio for the number of children in the age group must be maintained during this time. Special occasions and activities are events outside your typical curriculum and daily activities. This may include bringing in an outside person to lead an educational activity; such as a music person, science/nature person, librarian, and/or guest speaker. Regardless of the staff-to-child ratio, maximum group sizes must not be exceeded except for where specified in the rule. The times group size may be exceeded are for times when children are engaged in activities that allow for easier supervision.		
2.217.A.15.e	Toddler-age groups of children must be separated from each other by permanent or portable dividers or other methods as approved by the Department.	Examples of approved dividers are secured bookshelves, half walls, and permanently installed gates and barriers. Dividers should be tall enough to prevent children from crossing into the other classroom. Dividers must be safe and sturdy.		Toddler

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
		This allows programs to divide a classroom into separate learning environments.		
2.217.A.15.f	When combining age groups, not including individual child transitions, children must be cared for in the room licensed for the youngest child in care, including the outdoor play area.	Age groups must not be combined except where allowed in the rule. When combining age groups, age-appropriate but safe equipment and materials should be provided for older children. Allows for flexibility for combining age groups while ensuring they have age-appropriate materials and equipment.		All Types
2.217.A.16 Emergency Situations				

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.217.A.16.1	In the case of an emergency situation, including but not limited to illness, death, accident, law enforcement action, road closure, hazardous weather, emergency bodily function, child elopement, or providing emergency attention or care to a child, the child care center may operate under the following guidelines: The facility may temporarily use a staff member, who has successfully completed criminal background check requirements, to supervise children for no more than two (2) hours until a qualified staff member is secured. The dates and times must be recorded and made available for review at all times.	Road closure - where there is a road closure prohibits access to the child care facility. Staff members that are not ECT qualified but are supervising in an emergency situation, must have all current background check requirements completed and on file. Staff members can only supervise for 2 hours.	W CCC - Substit... Background Checks Colorado Department of Early Childhood	All Types
2.217.A.16.2	In the case of an emergency situation, including but not limited to illness, death, accident, law enforcement action, road closure, hazardous weather, emergency bodily function, child elopement, or providing emergency attention or care to a child, the child care center may operate under the following guidelines: A large child care center or a child care center that operates on the property of a school district, district charter school, or institute charter school, may permit a staff member, who has successfully completed criminal background check requirements but is not a qualified caregiver, to supervise children for an amount of time that is reasonably necessary to address an emergency circumstance.	Staff members who are not ECT qualified, but are supervising during an emergency situation, must have all current background check requirements completed and on file.	Background Checks Colorado Department of Early Childhood	All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.217.A.16.3	In the case of an emergency situation, including but not limited to illness, death, accident, law enforcement action, road closure, hazardous weather, emergency bodily function, child elopement, or providing emergency attention or care to a child, the child care center may operate under the following guidelines: During any emergency situation, the facility must be in compliance with the staff-to-child ratio.	Staff-to-child ratios must be followed in any emergency situation.		All Types
2.217.B Service/Housekeeping Personnel				
2.217.B.1	Service personnel must be available for housekeeping and food preparation as needed for adequate operation and maintenance of the center.	Housekeeping and food preparation tasks must not interfere with the supervision of children in the classroom.		All Types
2.217.B.2	Assignment of housekeeping and maintenance duties to child care staff must not interfere with their supervisory responsibilities and child care duties.	The facility should have personnel to ensure the physical environment is maintained in a safe, clean, and hazard-free manner without impacting the supervision of children.		All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.217.C Child Care Health Consultant				
2.217.C.5	For the Department-approved child care health consultant, the center must maintain documentation from the Colorado Medical Board or Colorado State Board of Nursing that the physician’s or registered nurse’s licensure is active and in good standing.	Professional credentials need to be verified with a copy of the DORA document and a resume demonstrating experience and knowledge working with children. A resume can be used for documentation of experience. Documentation must show the child care health consultant has valid qualifications. RN Licensure does not need to be from CO and a CCHC may be licensed in a Nurse Licensure Compact (NLC) state.	Department of Regulatory Agencies (DORA) site: NLC State Map for reference	All types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.217.C.7	All Department-approved child care health consultants must complete the Department-approved child care health consultant introductory training course within six (6) months of hire. Child care health consultants must complete Department-approved ongoing professional development training every three (3) years. The center must obtain and maintain proof of training completion.	Course content must comply with national best practice standards. To ensure that the new CCHC have consistent approved training that will clarify the nature and type of consultations needed by child care facilities.	Child Care Health Consultant Introductory Training About Child Care Health Consultant (CCHC) Qualification Child Care Health Consultation Qualifications Flyer How to Apply for a Child Care Health Consultant Qualification (How-To Guide) Child Care Health Consultant (CCHC) Frequently Asked Questions	All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
			Steps to CCHC Qualifications	
2.217.C.8	All Department-approved child care health consultants must complete the Department- approved Colorado Department of Public Health and Environment immunization course annually. The center must obtain and maintain proof of course completion.	The center must obtain and maintain proof of course completion. Due to needs and trends changing in immunizations, it is important to have current information.	Colorado Department of Public Health and Environment Immunization Course PDIS Professional Development Information System	All Types
2.217.C.9	All Department-approved child care health consultants must complete the Department-approved training about child abuse prevention, which includes common symptoms and signs of child abuse or neglect. This training must be completed within thirty (30) days of hire and renewed every three (3) years.	The center must obtain and maintain proof of course completion.	Recognition and Reporting of Child Abuse and Neglect (Mandated Reporter Training)	All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.218 Admission				
2.218. A	The center must accept and care only for children of the ages for which it has been licensed. At no time shall the number of children in attendance exceed the number for which the center has been licensed.	The age on the license is to the age rather than through the age. Ie: If the license lists children to the age of 7, children under 7 are allowed in the program. Children over the age of 7 would not be allowed per the license.		

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.218.B.3	Admission procedures must be completed prior to the child's attendance at the center and must include: If applicable, a Department-approved health care plan authorized by the child's health care provider and parent(s)/guardian(s) defining the interventions needed to care for a child who has an identified health or developmental condition or concern including, but not limited to seizures, asthma, diabetes, severe allergies, heart or respiratory conditions, and physical disabilities. Any applicable medications, supplies, and/or medical equipment must be available to the staff prior to the child's first day of care. The staff working with a child with a health care plan must be informed, trained, and delegated responsibility for carrying out the health care plan by the Department-approved child care health consultant; supervision of the plan and interventions must be documented.	Staff must be informed, trained, and delegated as required for the safe and appropriate care of a child with a health care plan. The Child Care Health Consultant for the facility must be involved in this process. A health care plan for an existing known health care need is required before the first day of care. The center should work with the Child Care Health Consultant when a child with an identified health care need is enrolled to ensure that the staff working with the child are trained and delegated the responsibility to carry out the requirements of the health care plan. If a health care need is identified after care begins the center should work with their health consultant to get the health care plan completed and ensure that staff receives training and delegation.	School Nursing and Health - Health Conditions & Care Plans conditions Asthma, Allergy, and Anaphylaxis Child Med Forms	All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.218.C Children with Special Needs				
2.218.C.1	The admission of children who have special health care needs, disabilities, or developmental delays which includes children with social emotional and behavioral needs must be in alignment with the training and ability of staff and in compliance with the Americans with Disabilities Act. Services offered must show that a reasonable effort is made to accommodate the child's needs and to integrate the child with other children. (See rule section 2.119 of the General Rules Regulating Child Care Facilities)	Describes “special needs” as special health care needs, disabilities, and developmental delays that could include social, emotional, and behavioral needs. These conditions fall under the Americans with Disabilities Act and children cannot be discriminated against because of these needs. Facilities must provide services that align with the training and ability of their staff and must show reasonable efforts are being made to accept and integrate children into care. Any equipment used by a qualified individual to provide supervised therapeutic assistance to a child is allowed in the classroom.	Making the Child Care Facility Accessible ADA Child Care Facility General Information	All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.218.C.2	The center must inform its Department-approved child care health consultant prior to the first day of care of the enrollment of a child with special health care needs, if known, so staff receive training, delegation and supervision by the Department-approved child care health consultant as indicated by the child's individualized health care plan.	This rule is referring to when the parent(s)/guardian(s) have an existing individualized health care plan for a child with special health care needs. The rationale for this rule is to ensure children have all the needed medications to keep them safe The program must inform the CCHC before the child's first day of care. Staff will receive training prior to being responsible for the child's care. A child that needs medications or a medical procedure must have a staff member qualified and trained on the first day of care. All health care plans/supplies/medications required need to be on-site prior to the child's first day for an existing health condition. The Department cannot accept any waivers signed by the parent stating the program would call 911 if their child needed medical attention and did not	Health care plans / asthma, allergies & anaphylaxis: School Nursing and Health - Health Conditions & Care Plans conditions Asthma, Allergy, and Anaphylaxis Child Med Forms	All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
		have their emergency medications or a health care plan.		
2.218.C.3	For a child with special health care needs requiring intervention and/or medication, the center must obtain written instructions for providing services from the child's parent(s)/guardian(s), and the health care provider. If an existing individualized health care plan is provided for the child, it must be reviewed and followed by the center staff when caring for the child. If the child does not have an existing individualized health care plan, the individualized health care plan must be obtained by the child's first day of care.	An existing written health care plan or a new written health care plan must be on site the first day of care and be signed by the child's health care provider and parent(s)/guardian(s) and accessible to staff. Health care plans and common conditions, asthma, allergies and anaphylaxis A child moving from one facility to another may use the same health care plan as long as it is current. Staff must still be trained and delegated if needed.	School Nursing and Health - Health Conditions & Care Plans conditions Asthma, Allergy, and Anaphylaxis Child Med Forms	All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.218.C.4	For an enrolled child with a newly identified special health care need, the center must obtain written instructions for providing services from the child's parent(s)/guardian(s) and the health care provider. If the child with special health care needs does not have an existing individualized health care plan, the individualized health care plan and all associated medication(s) and/or equipment must be provided within thirty (30) calendar days of the child's identified need.	If a child develops a new health condition and needs services while at child care, the center has 30 calendar days to obtain written instructions from parents/guardians and a health care provider.	School Nursing and Health - Health Conditions & Care Plans conditions Asthma, Allergy, and Anaphylaxis Child Med Forms	All Types
2.218.C.5.	The individual health care plan must be updated at least every twelve (12) months from the date of the initial plan and as changes occur. The plan must include all information needed to care for the child, must be signed by the health care provider, parent(s)/guardian(s) and must include, but not be limited to, the following:	Clarifies that the plan must be updated at least every 12 months or sooner if changes occur. Added behavioral interventions and medical procedure/ intervention orders. Clarifies regulations to specify how often health care plans must be updated. Outdated health care plans and expired medications would need to be cited.	Health care plans and common health conditions: School Nursing and Health - Health Conditions & Care Plans conditions Asthma, Allergy, and Anaphylaxis Child Med Forms	All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
		It would be best practice for the program or nurse consultant to document when a current plan is due and when the medication expires so they can be updated and replaced before they are outdated or expired.		
2.218.C.5.a-g	The individual health care plan must be updated at least every twelve (12) months from the date of the initial plan and as changes occur. The plan must include all information needed to care for the child, must be signed by the health care provider, parent(s)/guardian(s) and must include, but not be limited to, the following: a. Medication and dosing schedule; b. Nutrition and feeding instructions; c. Medical equipment or adaptive devices, including instructions; d. Medical emergency instructions; e. Toileting and personal hygiene instructions; f. Behavioral interventions; and, g. Medical procedure/intervention orders.	Clarifies that the plan must be updated at least every 12 months or sooner if changes occur. Added behavioral interventions and medical procedure/intervention orders.	School Nursing and Health - Health Conditions & Care Plans conditions Asthma, Allergy, and Anaphylaxis Child Med Forms	All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.218.D	If the parent(s)/guardian(s) agree(s) that the center should care for a child in the infant program who is eighteen (18) months or older, the center must have on file a written statement from a health care provider confirming that care for the child is appropriate in the infant program.	An infant may stay in an infant room after the age of 18 months if it is determined by parent(s)/guardian(s) and a healthcare professional that this is the best place for the child to be cared for. A written statement from the health care provider indicating when the child should transition to the toddler room is required and must be maintained in the child's file.	Children develop at different rates and with parental and health care provider permission they can be cared for in the infant program if appropriate.	Infant
2.218.E	If the parent(s)/guardian(s) agree(s) that the center should care for a child in the toddler program who is twelve (12) months old but not walking independently, or is over thirty-six (36) months old, the center must have on file a written statement from a health care provider confirming that care for the child is appropriate in the toddler program.	A toddler who is 12 months old but not walking independently or is over 36 months old may be cared for in the toddler program if it is determined by parent(s)/guardian(s) and a healthcare professional that this is the best place for the child to be cared for. A written statement from the health care provider Must be kept current according to the American Academy of Pediatrics schedule. A written statement from the health care provider indicating when the child should transition to the preschool room	Children develop at different rates and with parental and health care provider permission they can be cared for in the toddler program if appropriate.	Toddler

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
		is required and must be maintained in the child's file. Walking independently means being able to walk without help from another person or additional assistance.		
Health Care				
2.219 Statements of Health Status				
*2.219.A	The center has the right to refuse to admit a child if a statement from a health care provider or documentation of immunization status, or exemption, is not submitted.	Facilities should refer to their own policy regarding admission and disenrollment of a child if no health statement is obtained from the parent(s)/guardian(s).	College and university resources Department of Public Health & Environment (colorado.gov) CDPHE Exemptions-to-school-required-vaccines “Certificate of Nonmedical	All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
			Exemption" from the online immunization education module in Colorado. It is for students attending various schools and child care facilities in Colorado who are seeking an immunization exemption based on religious or personal beliefs. New - Certificate of Non Medical Exemption Prior versions of the Certificate of Nonmedical Exemption remain valid until they expire.	

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.218.C.4	For an enrolled child with a newly identified special health care need, the center must obtain written instructions for providing services from the child's parent(s)/guardian(s) and the health care provider. If the child with special health care needs does not have an existing individualized health care plan, the individualized health care plan and all associated medication(s) and/or equipment must be provided within thirty (30) calendar days of the child's identified need.	All health care plans/supplies/medications required need to be on-site prior to the child's first day for an existing health condition and 30 days for a new health care plan. The rationale for this rule is to ensure children have all the needed medications to keep them safe. The Department cannot accept any waivers signed by the parent stating the program would call 911 if their child needed medical attention and did not have their emergency medications or a health care plan.		All Types
*2.219.B.1	At the time of admission, the parent(s)/guardian(s) must provide for each child entering the center: Documentation of school-required immunization status or certificate of medical or nonmedical exemption, is required by the Colorado Board of Health. Up-to-date school-required immunizations must be documented as specified on the Colorado Department of Public Health and Environment certificate of immunization or on an “approved alternate” Certificate of Immunization, defined in Colorado Department of Public Health and Environment regulation at 6 CCR 1009-2:VI(A), (May 15, 2023), no later editions or amendments are incorporated. These regulations are available from the Colorado Department of Public Health and Environment at no cost at www.sos.state.co.us/CCR . These regulations are also available for public inspection and copying at the Colorado Department of Early Childhood, 710 S. Ash St., Denver, CO 80246,	A printout from the Online Immunization System is acceptable. Colorado allows a 90-day grace period for children experiencing homelessness and children in foster care. Private child care programs have the right not to enroll a child without immunizations or incomplete immunizations except for children experiencing homelessness, children in foster care, and children in compliance with the Americans with Disabilities Act or the Civil Rights Act.	College and university resources Department of Public Health & Environment (colorado.gov) Immunization Forms CDPHE Exemptions-to-sch	All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
	during regular business hours. Colorado law requires proof of immunization status or exemption be provided prior to or on the first day of admission.	The provider does need to have a policy on non-immunized children and state in their policies that they do not accept children who are not fully immunized. The Colorado Department of Public Health and Environment (CDPHE) may waive the requirement of schools/child care to transfer immunization records onto the Colorado Certificate of Immunization (CI) for out-of-state children if they can provide a school immunization document from select states whose standard school immunization documents have been approved for use by CDPHE. A list of CDPHE-approved out-of-state Certificates of Immunization or Official School Documents can be found here. This list may periodically be updated. However, if the out-of-state CI does not include a Colorado-required vaccine, the parent or guardian will need to provide an immunization record with documentation of the required vaccine(s). Any additional required	ool-required-vaccines New Certificate of Non Medical Exemption Prior versions of the Certificate of Nonmedical Exemption remain valid until they expire. Ada.gov/resources/child-care-centers McKinney-Vento Homeless Education CDE	

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
		vaccines will be transferred onto a Colorado Certificate of Immunization. In this situation, licensing and inspection staff will review both the original state's CI as well as the Colorado CI.		
2.219.B.2	Within thirty (30) calendar days of admission, and within thirty (30) calendar days following the expiration date of a previous health statement, the parent(s)/guardian(s) of each child must submit a statement of the child's current health status or written verification of a scheduled appointment with a health care provider. The statement of the child's current health status must be signed and dated by a health care provider who has seen the child within the last twelve (12) months, or within the last six (6) months for children less than two and one-half (2½) years of age. The statement must include when the next visit is required by the health care provider. All health statements must be kept at the center.	Please refer to the date the doctor recommends for the next well visit on the General Health Appraisal Form. The parent can provide written documentation of the scheduled appointment with the health care provider. The AAP recommends Well Child Visits at 2, 4, 6, 9, 12, 15, 18, 24, and 30 months, and annually after 3 years.	General Health Appraisal Form	All types
2.219.B.3	Statements of health status of children less than two (2) years of age must be updated as required in writing by the health care provider, or in accordance with the American Academy of Pediatrics Recommendations for Preventive Pediatric Health Care schedule at https://downloads.aap.org/AAP/PDF/periodicity_schedule.pdf , (4th ed. American Academy of Pediatrics; 2017) herein incorporated by reference. No later editions or amendments are incorporated. These recommendations are available at no cost from https://www.aap.org/ . These recommendations are also available for public inspection and copying at the Colorado Department of	Please refer to the date the doctor recommends for the next well visit on the General Health Appraisal Form. The AAP recommends Well Child Visits at 2, 4, 6, 9, 12, 15, 18, 24, and 30 months, and annually after 3 years.	General Health Appraisal Form	All types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
	Early Childhood, 710 S. Ash St., Denver, CO 80246, during regular business hours. [AP2] [AP3] [AS4] [AP5] [AS6] .			
2.219.B.4	Health statements for children over two (2) years of age to seven (7) years of age must be updated in accordance with the American Academy of Pediatrics recommended schedule for routine well child exams.	Please refer to the date the doctor recommends for the next well visit on the General Health Appraisal Form. The AAP recommends Well Child Visits annually after 3 years of age.	General Health Appraisal Form	All types
2.219.B.5	For children seven (7) years of age and older or who have completed the first (1st) grade, subsequent statements of health status must be obtained every three (3) years.	Please refer to the date the doctor recommends for the next well visit on the General Health Appraisal Form. The AAP recommends Well Child Visits annually after 3 years of age.	General Health Appraisal Form	All types
2.220 Medication				

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.220.A	Any unexpired routine medication, prescription or non-prescription (over the counter), must be administered only with a current written order of a health care provider with prescriptive authority and with written parental consent. Home remedies, homeopathic medication, vitamins, and supplements must not be administered to children in childcare.	Prohibits the administration of home remedies, including but not limited to: homeopathic medications, essential oils, herbs, supplements and vitamins.	Protects providers from administering unknown medications and ensures medications are given in accordance with the Nurse Practice Act. Permission for Medication Administration: Schools, Child Care, Resident Camps (accessible)	All types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.220.C	Medications must be kept in the original labeled bottle or container. Prescription medications must contain the original pharmacy label.	EpiPens and inhalers must be in the original box or container with the original pharmacy label. Work with CCHC on proper EpiPen storage. Licensing specialists will ensure the appropriate supply of EpiPens are maintained at the site as required per physician instructions on the current health care plan. Any change would have to be approved by the physician and updated on the health care plan. All health care plans/supplies/medications required need to be on-site prior to the child's first day for an existing health condition and 30 days for an existing health care plans. The rationale for this rule is to ensure children have all the needed medications to keep them safe. The Department cannot accept any waivers signed by the parent stating the program would call 911 if their child needed medical attention and did not have their emergency medications or a health care plan.	Self Carry Contract: Asthma and Allergy	All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.220.D	Over-the-counter medication must be kept in the originally labeled container and be labeled with the child's first and last name.	Over-the-counter medication (ex: Motrin) must be kept in the original packaging (ex: Motrin bottle kept inside the original Motrin box). The medication packaging and medication itself needs to be labeled with the child's first and last name. Acetaminophen or ibuprofen is able to be used multiple times with one (1) current, signed multi-use medication order for up to three (3) consecutive calendar days if the order is specific about when the medication is to be given. The child-specific multi-use medication order must be renewed with the child's updated health statement.	Permission for Medication Administration: Schools, Child Care, Resident Camps (accessible)	All Types
2.220.E	In the case medication needs to be given on an ongoing, long-term basis, the authorization and consent forms must be reauthorized on an at least annual basis. Any changes in the original medication authorization require a new written order by the prescribing practitioner and a change in the prescription label.	If a child needs recurring medication, the written consent and authorization need to be updated by a physician annually. If changes are made to the child's medication needs, a new written authorization and consent forms need to be completed by the physician.	Permission for Medication Administration: Schools, Child Care, Resident Camps (accessible)	All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.220.F	Staff designated by the director to give medications must complete the Department-approved medication administration training and have current annual delegation or more often as determined by the Department-approved child care health consultant. Delegation must be from the center's current Department-approved child care health consultant who must observe and document the competency of each staff member involved in medication administration. All staff administering medication must have current cardiopulmonary resuscitation (CPR) and first aid training prior to administering medication with the following exceptions:	Staff must be delegated initially (prior to licensure) and annually by the current CCHC to ensure there are sufficient staff to administer medication. If the CCHC's services are terminated (regardless of who terminated the service) all delegation is considered expired immediately. Annual delegation from the CCHC must be documented and maintained by the facility. This training must be updated every three years. This protects a CCHC's license. Once a contract no longer exists then staff does not have the legal right to administer medication under the delegation of that person's professional license. The facility would need to partner with a new CCHC. Q-Map training does not count as the required medication administration training.		All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.220.F.1	Staff determined by the director, in consultation with the Department-approved child care health consultant, to be responsible for providing emergency medications must complete the Department-approved medication administration training: severe allergy or asthma. After completing the training, staff must receive delegation from their Department-approved child care health consultant for those medications only. Staff must then provide those medications to children based on the instructions from the child's individualized health care plan.	This exception gives flexibility to the child care health consultant and child care staff to train and delegate for single-use medications, including emergencies, without the need for CPR/First Aid. For example, staff caring for one child in one classroom with asthma and orders for an inhaler may be trained and delegated for that child only. The Department-approved medication administration training for inhaled medications would be required as well as delegation. First Aid and CPR are not required.		All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.220.F.2	Staff determined by the director, in consultation with the Department-approved Child Care Health Consultant, to be responsible for providing medications not covered in the approved medication administration training shall also be permitted to administer medications and/or medical treatments such as emergency seizure medication, insulin, or oxygen with individualized training and delegation from the Department-approved Child Care Health Consultant based on instructions from the child's individualized health care plan.	This exception gives flexibility to the child care health consultant and child care staff to train and delegate for single-use medications, including emergencies, without the need for CPR First Aid. For example, staff caring for one child in one classroom with asthma and orders for an inhaler may be trained and delegated for that child only. The Department -approved medication administration training for inhaled medications would be required as well as delegation. First Aid and CPR are not required.		All Types
2.220.F.3	Staff may be trained and delegated in the administration of a single rescue medication or rescue medical intervention by the center's Department-approved child care health consultant. Such training and delegation shall qualify the staff member to provide a rescue medication or treatment for a specific child based on instructions from the child's individualized health care plan.	This exception gives flexibility to the child care health consultant and child care staff to train and delegate for single-use medications, including emergencies, without the need for CPR and First Aid. For example, staff caring for one child in one classroom with asthma and orders for an inhaler may be trained and delegated for that child only. The Department-approved medication administration training for inhaled medications would be required as well as delegation.	chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.cde.state.co.us/shs/stockepipenguidelines2014	All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
		First Aid and CPR are not required. Stock Epinephrine is allowed as long as the program follows the state guidelines and develops a comprehensive policy to manage life- threatening allergies in the school/program setting including the provision of stock epinephrine auto-injectors in the schools/program.		
2.220.G	All medications, except those medications specified in the Department-approved medication administration training as emergency medications, must be locked and inaccessible to children, but available to staff trained in administering medication. Controlled medications must be counted and safely secured, and specific policies regarding their handling require special attention in the center's policies. Access to these medications must be limited.	Facilities should work with their CCHC to find the safest and easiest method of storing emergency medications. All emergency medications need to be inaccessible to children but easily accessible to staff in case of emergency. This is a safety precaution so that staff members have access to the emergency medication and can administer the medication immediately.		All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.220.G.1	Emergency medications are not required to be locked but must be stored in an area inaccessible to children, and easily accessible and identifiable to staff. Emergency medications must be stored in accordance with the Department-approved Child Care Health Consultant's recommendation.	Facilities should work with their CCHC to find the safest and easiest method of storing emergency medications. All emergency medications need to be easily accessible to staff in case of emergency. All health care plans/supplies/medications required need to be on-site prior to the child's first day for an existing health condition and 30 days for a new health care plan. The rationale for this rule is to ensure children have all the needed medications to keep them safe. The Department cannot accept any waivers signed by the parent stating the program would call 911 if their child needed medical attention and did not have their emergency medications or a health care plan.		All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.220.G.2	When away from the classroom, staff assigned to supervise the child must carry the emergency medication.	All emergency medications need to be easily accessible to staff in case of emergency. Emergency medications need to be stored in a safe manner but in a way that is readily accessible in case of emergency. This is a safety precaution so that staff members have access to the emergency medication and can administer the medication immediately.		All Types
2.220.H	The center must have a written policy on the storage and access of inhalers and epinephrine carried by school-age children. The policy must include a written contract with the parent(s)/guardian(s) and child acknowledgement assigning levels of responsibility of each individual. This contract includes orders for the medication from a health care provider, along with confirmation from the health care provider and the Department-approved child care health consultant that the student has been instructed and is capable of self-administration of the prescribed medications.	Some examples of emergency medications are Epinephrine (Epi-pen), Benadryl, and emergency seizure medications. The facility needs the following: 1. Written policy on storage and access of inhalers and epinephrine carried by school-age children. 2. Written contract with parent(s)/guardian(s) and the child. 3. Written order from a prescribing health care provider stating the child can carry his/her own approved medication. 4. Written policy on storage and access of the approved medication by CCHC.	To comply with state law that allows school-age children to carry their own approved medications. Asthma Resources Asthma and Anaphylaxis Health Management Act	All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
		5. A written policy describing how medications will be inaccessible to other students.	Self-Carry Contract: Asthma and Allergy	
2.221 Sun Protection				
2.221.A	The center must obtain written authorization and instructions from the parent(s)/guardian(s) for the application of sunscreen or the use of another form of parent(s)/guardian(s) approved sun protection with a full-spectrum UVA/UVB rating of SPF thirty (30) or greater to their children's exposed skin prior to outside play year-round. A doctor's permission is not needed to use sunscreen at the center.	If the parent(s)/guardian(s) have applied sunscreen prior to the arrival of the child to the facility, then the facility should have written verification indicating when the sunscreen was applied.	American Academy of Pediatrics recommends the use of sunscreen for children 6 months and older during any outside play for the prevention of skin cancer. Sun exposure from ultraviolet rays (UVA and UVB) causes visible and invisible damage to skin	All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
			cells. Invisible damage to the skin cells adds up over time creating age spots, wrinkles, and even skin cancer. Exposure to the UV light is highest near the equator, at high altitudes during midday. Sun Safety Skin Cancer CDC.	
2.221.D	If sunscreen is provided by the center, parent(s)/guardian(s) must be notified in advance, in writing, of the type of sunscreen the center will use.	Sunscreen provided by the center must be full spectrum UVA/UVB with an SPF of thirty or greater. Breathing in nanoparticles is a health concern. Thus we strongly encourage caregivers to avoid the use of SPRAY sunscreens using titanium dioxide or zinc oxide or chemical filters	American Academy of Pediatrics recommends the use of sunscreen for children 6 months and older during any outside play for the prevention of skin cancer.	All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
			Sun exposure from ultraviolet rays (UVA and UVB) causes visible and invisible damage to skin cells. Invisible damage to the skin cells adds up over time creating age spots, wrinkles, and even skin cancer. Exposure to the UV light is highest near the equator, at high altitudes and during midday. Colorado Sunscreen Safety Tips Safer Sunscreen Use - Children's Environmental	

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
			Health Network	
2.221.F	Infants under six (6) months must be kept out of direct sunlight while outdoors.	This may include remaining in the shade of a tree, canopy, umbrella, covered patio, or other shade structure. The use of a hat with a forward-facing brim that shades the face is also acceptable.	General Health Appraisal Form	Infant

Child Care Services
2.222 Personal Hygiene
2.222.A Diapering

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.222.A.2	Children being diapered must be within arm's reach of the staff member and actively supervised throughout the diapering process.	Choosing a diaper changing with a 6-inch edge is a safer option as it will prevent infants from rolling off the diaper changing table.		All Types
2.222.B Toileting				
2.222.B.2	For each child who is learning to use a toilet, the child's individual developmental abilities and needs must be accommodated as stated in the written policies and procedures for the center.	Clarifies that there is no specific age when toilet learning can begin as long as the child shows signs that they are ready. Parent(s)/guardian(s) and the facility should work together to identify when toilet training is appropriate for an individual child. Toilet learning/training is most successful when there is an implementation plan between the staff and parent(s)/guardian(s), this provides continuity for the child.	Allows for individual needs of children to be considered and for parental choice and cultural preferences with toilet learning. Potty Training: Learning to Use the Toilet	Toddler / All

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.223 Physical Care and Supervision				
2.223.A. General				
2.223.A.2	The time a child arrives and leaves the center each day must be recorded. Staff members must complete written attendance verification periodically throughout the day, including during transitions.	The facility must maintain written documentation that attendance is made periodically throughout the day. If children are transitioned to a different classroom (with a different teacher) during the day they should be signed out of the classroom they are leaving and signed into the classroom they are entering. The use of electronic attendance tracking is accepted. There must be a procedure in place to continue attendance verification if electronic systems are to stop working. All forms of attendance verification must be documented and available for review. If the facility is using a dry-erase board to track transitions the information needs to be transferred to a permanent document to remain on file. Verification must be maintained at the center for the past twelve (12) months		All types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
		and the previous two (2) years must be on file at either the center or central location or storage. Verifying attendance throughout the day ensures children are accounted for. Suggestions of transition procedures to ensure that all children are accounted for: 1. Complete name to face verification prior to exiting the classroom or outdoor learning environment. 2. One teacher at the front of the line and one teacher at the back of the line. 3. Complete name to face verification again upon arrival to the new classroom or outdoor learning environment. 4. Complete attendance verification periodically throughout the time at the new location. 5. Complete name-to-face verification if a teacher leaves the group or joins the group.		

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.223.A.4	Staff must directly supervise children and maintain staff to child ratio during special activities that occur with an outside vendor or provider and where the vendor uses their expert staff to facilitate the activity.	Outside vendors do not count in the required staff-to-child ratios. Ensure that children are supervised by qualified staff that have completed all required background checks.		All Types
2.223.B Infant and Toddler Programs				

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.223.B.1	Outside of mealtimes, children who are awake must not be confined for more than fifteen (15) minutes at a time to cribs, playpens, swings, highchairs, infant seats, or other equipment that confines movement. Children must have the opportunity for freedom of gross motor movement.	Children must not be confined in equipment that restrains their movement indoors or outdoors for longer than 15-minute consecutive intervals. Infant carrier/infant sling/front and backpack carriers are prohibited.	Children are continually developing their physical skills and need opportunities to use and build their gross motor skills. Extended periods of time in the crib, high-chair, car seat or other confined space limits their physical growth and also affects their social Interactions. Caring For Our Children recommends children not be confined more than 15 minutes in	Infant/Toddler

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
			equipment that restrains movement. https://www.ecfr.gov/current/title-16/chapter-II/subchapter-B/part-1226-226- https://www.cpsc.gov/Business-Manufacturing/Business-Education/Business-Guidance/Soft-Infant-and-Toddler-Carriers	
2.223.B.3	Staff must investigate whenever children cry, scream, or appear to withdraw and must try to verbally or physically soothe the child. When putting infants to sleep, staff may allow for a period of no longer than ten (10) minutes without verbally or physically soothing the child to enable the infant to try to self soothe and fall asleep.	To verbally and physically soothe an infant try these strategies: • Look at the infant letting them see your eyes. • Talk to the infant. • Put a hand on their belly or chest. • Place a pacifier in their mouth. • Feed them if you think it will help. Try to stick with one method for five minutes; if it does not help calm the baby, try a different strategy. It may		Infant

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
		take some time for the strategy to be effective do not give up, keep trying. Every time an infant cries, try the strategy for at least a day to see if this method helps soothe the baby.		
2.223.C Safe Sleep Environments for Infants				
2.223.C.1	Each infant up to eighteen (18) months of age and enrolled in the infant program must be provided with an individual crib, futon approved for infants, or other approved sleep/rest equipment meeting Consumer Product Safety Commission (CPSC) standards published by the Consumer Product Safety Commission (CPSC) at 16 CFR § 1218.2 (April 23, 2015); 16 CFR § 1219.2 (October 28, 2019); 16 CFR § 1220.2 (June 3, 2023); 16 CFR § 1221.2 (January 20, 2020); 16 CFR § 1222.2 (August 5, 2023); 16 C.F.R. § 1236.2 (June 23, 2022), and 16 C.F.R 1241.2 (February 15, 2022) herein incorporated by reference. No later editions or amendments are incorporated. These regulations are available at no cost from the CPSC at https://www.ecfr.gov . These regulations are also available for public inspection and copying at the Colorado Department of Early Childhood, 710 S. Ash St., Denver, CO 80246, during regular business hours. Individual cribs or futons must provide each infant with sufficient space for the infant's length, size, and movement.	An infant program is licensed for children 6 weeks to 18 months. All infant programs must have an approved crib or approved futon for each infant. Individual cribs must provide each infant with sufficient space for the infant's length, size, and movement. It must also meet Federal Consumer Product Safety Commission standards. If the futon is approved for infant sleep use and meets CPSC standards a waiver is not required. In an infant room, a waiver must be submitted if the program wants to use a cot or a 2 inch nap mat for older infants in the infant room when transitioning to the toddler room.	Federal law states that infant sleep equipment must meet CPSC requirements. Safe Sleep- Cribs and Infant Products CPSC Approves Rules Implementing Bans on Inclined Sleepers for Infants and Crib Bumpers Rules Aim to Save Lives and Result in a Safer Marketplace for	Infants

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
			Parents and Babies.	
*2.223.C.2	In the infant room, soft bedding or materials that could pose a suffocation hazard are not permitted in cribs, futons approved for infants, or other approved sleep/rest equipment. Soft bedding means, but is not limited to, any soft sleep surface like bumper pads, pillows, blankets, quilts, comforters, sleep positioning devices, sheepskins, blankets, flat sheets, cloth diaper bibs, plush toys, pacifiers with stuffed animals attached, and stuffed animals.	No soft bedding for children under the age of 18 months in the infant room. Not approved Black Out Covers for Cribs and Pack and Plays These crib tents/crib covers should not be used due to suffocation risk. From AAP Safe Sleep Recommendation “Ensure that mattresses are firm, flat, and maintain their shape even when the fitted sheet designated for that model is used and that there are no gaps between the mattress and the wall of the bassinet, playpen, portable crib, play yard, or bedside sleeper. Only use mattresses designed for the specific product. Do not use pillows or cushions as substitutes for mattresses or in addition to a mattress. It is not safe to place soft materials or objects, such as pillows (including semi-circular or other nursing pillows), quilts, comforters, or fur-like materials, even if covered by a sheet, under a sleeping infant. Mattress toppers, designed to make the sleep	Soft Bedding Can Be Hazardous to Babies “Bare is Best” 5049.pdf (cpsc.gov) Safe Sleep- Cribs and Infant Products	Infant

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
		surface softer, are not safe for infants younger than 1 year. Any fabric on the crib walls or a canopy could create a suffocation risk for the infant and are not recommended.		
2.223.C.2.a	Mattresses for cribs and futons must have a properly fitted, clean sheet.	Sheet grippers or products used to make crib sheets fit tighter should not be used. Crib sheets should fit tightly without introducing anything else into the environment. The grippers could potentially come loose creating a loose sheet or choking hazard.	Safe Sleep- Cribs and Infant Products	Infant

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.223.C.8	Other sleep equipment not manufactured for commercial use is prohibited.	Sleep sacks that are too long or big for the infant should not be used in the manner the manufacturer intended, weighted sleep sacks, weighted blankets, sleep sacks, or clothing that "swaddles" the infant - restricts movement of legs and arms. Sleep sacks must be labeled for commercial use.	Weighted Sleep Sacks Are Unsafe For Infants, National Pediatricians' Group Says  CHILD_Weigh...	Infant
2.223.C.9	An infant must be placed on his/her back for sleeping.	Safe sleep requires that infants are placed on their back to sleep. Alternative sleep positions are not recommended unless under a health care provider's orders. Place the baby on their back for every sleep. If the infant is comfortable rolling both ways (back to tummy, tummy to back), then you do not have to return the infant to their back if they roll over on their own.	Sleep-Healthychildren.org Safe to Sleep CDC-About SIDS and SUID How to Keep Your Sleeping Baby Safe CDPHE-Safe Sleep for Your Baby	Infant

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
			Tips for Keeping Infants Safe During Sleep From the American Academy of Pediatrics CPSC Approves Rules Implementing Bans on Inclined Sleepers for Infants and Crib Bumpers Rules Aim to Save Lives and Result in a Safer Marketplace for Parents and Babies	

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.223.C.10	Alternative sleep positions for infants must only be allowed with a health care plan completed and signed by the child's physician.	Safe sleep requires that infants are placed on their backs to sleep. Alternative sleep positions are not recommended unless under a health care provider's orders. A physician's order must include the time frame for the use of any sleeping device or alternative sleep position.	This is allowed to align with a physician's order for a child who needs an alternative sleep position for a medical need. Physician Permission for Infant Alternative Sleep Position	Infant
2.223.C.11	Swaddling of infants must only be allowed with a health care plan completed and signed by the child's health care provider.	Any blankets that mimic swaddling and limit movement are not acceptable. The American Academy of Pediatrics does not recommend swaddling in child care settings. "There is evidence/research that states swaddling can increase the risk of serious health outcomes including sudden infant death syndrome (SIDS). Swaddling also increases the risk of developmental	Physician Permission for Swaddling	Infant

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
		dysplasia of the hip, because infant’s legs can be forcibly extended.” Swaddling in a child care setting is not necessary or recommended. RATIONALE: There is evidence that swaddling can increase the risk of serious health outcomes, especially in certain situations. The risk of sudden infant death is increased if an infant is swaddled and placed on his/her stomach to sleep (1,2) or if the infant can roll over from back to stomach. Loose blankets around the head can be a risk factor for sudden infant death syndrome (SIDS) (3). With swaddling, there is an increased risk of developmental dysplasia of the hip, a hip condition that can result in long-term disability (4,5). Hip dysplasia is felt to be more common with swaddling because infants’ legs can be forcibly extended. With excessive swaddling, infants may overheat (i.e., hyperthermia) (6).” Chapter 3 page 105 Caring for our Children Fourth Edition		

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.223.C.12	Each infant up to twelve (12) months of age who uses a pacifier must have the pacifier offered when being put down to sleep unless the parent(s)/guardian(s) direct(s) otherwise.	Using a pacifier might reduce the risk of sudden infant death syndrome (SIDS) This rule clarifies that if parent(s)/guardian(s) want their infant to have a pacifier it is provided and it must be offered at all nap times. Pacifiers with stuffed animals attached are prohibited in cribs per rule 2.223.C.2	Sleep-Healthychildren.org Safe to Sleep CDC-About SIDS and SUID How to Keep Your Sleeping Baby Safe CDPHE-Safe Sleep for Your Baby Pacifier Greatly Reduces Risk of Sudden Infant Death Scientific American	Infant

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.223.C.13.a-e	Infant sound monitors must be used in separate sleeping rooms for infants unless qualified staff remain in the room with sleeping infants at all times. When monitors are used, the following conditions must be met: a. The sound monitoring equipment is able to pick up the sounds of all sleeping infants; b. The receiver of the sound monitoring equipment is actively monitored by staff at all times; c. Sound monitoring equipment must be regularly checked to ensure it is working correctly; d. Sound monitoring equipment must be regularly checked to ensure it is working correctly; e. The monitor must be out of reach of children.	Sound monitoring equipment must be used if the facility has a separate sleep room. Monitors should be on, in usable condition, and easily heard by staff members supervising the infants.	Sleep-Healthychildren.org Safe to Sleep CDC-About SIDS and SUID How to Keep Your Sleeping Baby Safe CDPHE-Safe Sleep for Your Baby	Infant
2.223.C.14	Separate sleep rooms are prohibited in new construction, change of governing body, and change of capacity in childcare centers.	Separate rooms approved and licensed prior to December 31, 2015, are allowed as long as there are no changes to the governing body or the capacity.	Separate sleep rooms do not allow for active staff supervision and monitoring of infants to prevent SIDS and SUIDS.	Infant/Toddler

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.223.C.15	Infants who fall asleep in a piece of equipment not approved for sleep must immediately be moved to their approved sleep area and placed on their back to sleep.	Examples of equipment not approved for sleep include but are not limited to: a car safety seat, bean bag chair, bouncy seat, infant seat, swing, jumping chair, playpen or play yard, highchair, chair, sofa, adult futon, adult bed or other.		
2.223.C.17	If music is played in the infant sleep area, the music must not be played at a loud volume that would prevent infants from being heard by staff. Music equipment must not be placed under a crib or within three (3) feet of the sleeping infant.	Any music played should be age-appropriate. Music should be kept at a low volume so staff members can hear and better attend to the needs of the infants.		Infant

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.223.C.18	Supervised tummy time must be offered to infants one (1) month of age or older at least four (4) times per day for full day programs for short periods (3-5 minutes) and increase the amount of time as the infant shows they enjoy the activity. If the infant falls asleep during tummy time, immediately place him/her on their back in approved sleeping equipment.	Staff members should be attentive to an infant's response to tummy time. If an infant is upset, tummy time can be broken up to short time periods. This is especially true for younger infants.	Babies Need Tummy Time: Safe to Sleep Safe to Sleep	Infants
2.223.C.19	When staff place infants in approved sleeping equipment for sleep, they must check to ensure that the temperature in the room is comfortable for a lightly clothed adult, check the infants to ensure that they are comfortably clothed (not overheated or sweaty), and that bibs, necklaces, and garments with ties or hoods are removed.	Overheating can increase the risk of SIDS. Amber bead necklaces are considered a choking hazard for children under the age of 3.	A Parents' Guide to Safe Sleep CDC- About SIDS and SUIDS CDC- Parents and Caregivers	Infants

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.223.C.19.a	Clothing sacks or other clothing designed for sleep must be worn in lieu of blankets if needed for additional warmth. Clothing must not restrict the movement of the child's arms or legs.	Not allowed: sleep sacks that are too long or big for the infant to sleep in, or not used in the manner the manufacturer intended, weighted sleep sacks, weighted blankets, sleep sacks or clothing that "swaddles" the infant - restricts movement of legs and/or arms. Sleep sacks must be labeled for commercial use.	Weighted Sleep Sacks Are Unsafe For Infants, National Pediatricians' Group Says  CHILD_Weigh...	Infant
2.223.D Rest Time and Equipment				
2.223.D.4	In the toddler room, a crib, sleeping cot, or two (2) inch mat must be provided for each child, and there must be a minimum of two (2) feet between each crib or cot. Aisles between cots or cribs must be kept free of all obstructions while cribs are occupied. No child less than the age of two (2) years should use a cot for sleeping without written permission of the parent or guardian.	The 2 feet must be maintained at all times. The facility should maintain written permission from the parent(s)/guardian(s) for a child less than two to sleep on the cot. The 2 feet separation is required to reduce the transmission of germs.		Toddler

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.223.D.4.a	Individual cribs must provide each toddler with sufficient space for the toddler's length, size, and movement, and must meet federal Consumer Product Safety Commission standards, as incorporated in section 2.223.C. Each crib must be fitted with a firm, comfortable mattress. If individual cribs are used, they must be separated by a sturdy divider from the area used for activities.	The facility should maintain written permission from the parent(s)/guardian(s) for a child less than two to sleep on the cot.		Toddler
2.223.D.5.a. 1	Cots or pads must be spaced at least two (2) feet apart on all sides during rest time. Children must have a safe area in which to rest that is easily supervised, out of the path of traffic, and free of hazards.	Spacing cots at least 2 feet apart is required to prevent the transmission of germs.		All Types
2.223.D.5.b	Quiet activities must be available for children who do not sleep during the thirty (30) minute period. Older children requiring a rest time must be given one;	Children must not be required to stay on their nap mats for the entire scheduled nap time if they do not sleep. They must be allowed to get up and participate in quiet activities. This allows for staff to work individually with families regarding the amount of		Toddler/PRS

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
		sleep their child needs while in child care.		
2.223.D.5.c	Children who do not sleep after thirty (30) minutes must be allowed to move to another area and be provided with quiet toys and equipment to play with such as puzzles or books	Children must not be required to stay on their nap mats for the entire scheduled nap time if they do not sleep. They must be allowed to get up and participate in quiet activities. This allows for staff to work individually with children and families regarding the amount of sleep their child needs while in care.		All
2.224 Food and Nutrition				
2.224.A Meals and Snacks provided by the center				

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.224.A.1	All meals and snacks provided by the center must meet current United States Department of Agriculture (USDA), Child and Adult Care Food Program (CACFP) meal pattern guidance and requirements published by the USDA Food Nutrition Service at https://www.cacfp.org/meal-pattern-guidance/ (April 2016) and 7 C.F.R. §§ 210.10 and 226.20 (July 1, 2022), herein incorporated by reference. No later editions or amendments are incorporated These regulations are available at no cost from the USDA Food Nutrition Service at https://www.ecfr.gov. These regulations are also available for public inspection and copying at the Colorado Department of Early Childhood, 710 S. Ash St., Denver, CO 80246, during regular business hours. and be offered at suitable intervals not more than three (3) hours apart. Children who are at the center for more than four (4) hours, day or evening, must be offered a meal. Arrangements must be made for feeding children who are in care before 6 a.m. or after 6 p.m.	Clarifies that only meals provided by the facility must meet USDA meal pattern requirements. Meals and snacks must be from a wide variety of foods, including fresh fruit and vegetables and whole grain products, and must be provided to children daily to ensure adequate intake of dietary fiber, vitamins, minerals, and other important nutrients. Water must be offered and available at all times and cannot be a substitute for milk during meals. At a minimum, the CACFP requires sites to begin the service of breakfasts, lunches, snacks, and suppers within the following time ranges: • Breakfast: 6 am to 9:30 am • Lunch 11 am to 1:30 pm • Supper 5 pm to 7:30 pmmilk The CACFP allows flexibility in the schedules for infants according to demand or frequent eating patterns.	Healthy Eating Active Living (HEAL) in Early Childhood Department of Public Health & Environment ECOP Additional Resources Healthy Eating Active Living (HEAL) in Child Care Toolkit English Spanish Family Style Meal Service With Children in the CACFP CACFP Resour...	All types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
		If a child arrives outside of the time range facilities should offer meals but cannot claim reimbursement.		
2.224.A.2	If 100% fruit juice, which is not a sugar sweetened beverage, is offered as part of meals and/or snacks, it must be limited to no more than two (2) times per week.	This does not apply to meals provided by the parent(s)/guardian(s).		All types
2.224.A.3	Centers must not provide sugar sweetened beverages to children. These are beverages that have been sweetened with various forms of sugars that add calories and include, but are not limited to: soda, fruitades, fruit drinks, flavored milks, and sports and energy drinks.	No sugar-sweetened beverages may be provided/offered by the facility. This does not apply to beverages supplied by the parent(s)/guardian(s) for their individual child.	Healthy Eating Active Living (HEAL) in Early Childhood Department of Public Health & Environment ECOP Additional Resources Healthy Eating Active Living (HEAL) in Child Care Toolkit English Spanish Family Style Meal Service With Children in the CACFP CACFP Resour...	All types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.224.A.5	Foods offered shall be age appropriate and not pose a choking hazard.	When giving children food, ensure it is in small pieces. Foods that require chewing (ex: meat) should be in smaller pieces than soft foods (ex: ripe banana). Foods that may cause choking- Fruits/Vegetables: • Cooked or raw whole corn kernels • Uncut cherry or grape tomatoes • Pieces of hard raw vegetables or fruit, such as raw carrots or apples • Wholes pieces of canned fruit Proteins: • Whole or chopped nuts and seeds • Chunks or spoonfuls of nut and seed butters, such as peanut butter • Tough or large chunks of meat • Hot dogs, meat sticks, or sausages • Large chunks of cheese, especially string cheese • Bones in meat or fish • Whole beans	Preventing Choking in Babies CDC- Choking Hazards Healthy Eating Active Living (HEAL) in Early Childhood Department of Public Health & Environment ECOP Additional Resources Healthy Eating Active Living (HEAL) in Child Care Toolkit English Spanish Family Style Meal Service With Children in the CACFP	All types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
		Large chunks of cheese- especially string cheese Grain: • Cookies or granola bars • Potato or corn chips, pretzels, popcorn, or similar snack foods • Crackers or breads with seeds, nut pieces, or whole grain kernels • Whole grain kernels of cooked barley, wheat, or other grains • Plain wheat germ Sweetened Foods: • Round or hard candy, jelly beans, caramels, gum drops, or gummy candies • Chewy fruit snacks • Chewing gum • Marshmallows		

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.224.A.6	In centers that do not regularly provide a meal, if a child brings a meal from home that does not appear to meet current USDA Child and Adult Care Food Program meal pattern requirements, the center must have foods available to offer as a supplement to that meal.	This applies to meals provided by parent(s)/guardian(s). The facility is not to take away the meal provided by the parent(s)/guardian(s) but must have food on-site to offer as a supplement for a meal that does not meet USDA meal pattern requirements.	Obesity prevention and to ensure children receive adequate nutrition Nutrition Standards for CACFP Meals and Snacks Early Childhood Obesity Prevention (ECOP) Background CDPHE Obesity Resources ECOP Additional Resources Colorado Healthy Weight Toolkit HealthyChildren.org Clinical Practice Guideline for the	All types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
			Evaluation and Treatment of Children and Adolescents With Obesity	
2.224.A.7	Staff members must sit with the children and encourage them to try a variety of food served. During meals, children should be encouraged to engage in conversation and to express their independence.	Children should be encouraged but not forced to try a variety of foodsthat are being served. Benefits of family-style dining for children include learning: ● Portion sizes for each food group ● To recognize when they are hungry or satisfied ● How to identify healthy foods and where they come from ● To improve fine and gross motor skills	CACFP Resource: Family style dining	All types

2.224.B Feeding the Infant

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.224.B.2	All infants less than six (6) months of age must be held for bottle feeding. Bottles must not be propped. Older infants must not be allowed to hold their own bottles when lying flat. Bottles must not be allowed in a crib with the infant.	Older infants must not be lying flat when drinking from a sippy cup or a bottle.	Preventing Choking in Babies CDC- About SIDS and SUIDS	Infant
2.224.C Feeding the Toddler				
2.224.C.2	Toddlers must be sitting when eating or drinking.	Toddlers must be sitting down when drinking from a sippy cup. Toddlers may not drink from a sippy cup or a bottle lying down flat.	Preventing Choking in Babies CDC- About SIDS and SUIDS	Toddler
2.225 Guidance				
2.225.A	Guidance used at the center must be appropriate to the development of the child and is used as an opportunity to teach children social-emotional skills, such as self-regulation, problem-solving, and empathy for others.		CDEC- Supporting Social-Emotional Development Caring for Our Children (CFOC)	All types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.225.C	The director must not use, or permit a staff person or child to use, corporal punishment as defined in 22-1-140,C.R.S.	Including but not limited to pinching, shaking, spanking, punching, biting, kicking, rough handling, hair pulling, or any humiliating or frightening method of guidance.		All types
2.225.E	Physical activity and outdoor time must not be withheld as a disciplinary measure.	Time-out (also known as temporary separation) is one strategy to help children change their behavior and should be used in the context of a positive behavioral support approach which works to understand undesired behaviors and teach new skills to replace the behavior. Separation (“time out”) cannot exceed five minutes, regardless of the age of the child.	Chapter 2: Program Activities for Healthy Development Caring for Our Children (CFOC)	All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.225.F	Separation, when used for guidance, must not exceed five (5) minutes and must be appropriate for the child's development. The child must be in a safe, lighted, well-ventilated area and be within sight and hearing of an adult. The child must not be isolated in a locked, closed room, or closet.	Time-out (also known as temporary separation) is one strategy to help children change their behavior and should be used in the context of a positive behavioral support approach which works to understand undesired behaviors and teach new skills to replace the behavior. Separation (“time out”) cannot exceed five minutes, regardless of the age of the child. Best practice is 1 minute per age of the child	Caring for Our Children (CFOC) Chapter 2: Program Activities for Healthy Development	All types
2.225.I	Physical redirection may be used to keep a child from immediate imminent danger. The child must be immediately released once removed from imminent danger.	Examples of imminent danger include running into the street with oncoming traffic, and the potential for severely injuring another child or self. Physical restraints can be used to keep a child from immediate imminent danger and if a specific child was receiving services and had an IEP that identified the specific details for restraining the child and training for this provider, then a behavioral hold can be implemented per the IEP.		All Types

2.226 Activities

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.226.A Activity Schedules				
2.226.A.1	The center must carry out a planned program suitable to the needs of the children. This program must be described in writing and be available for review when requested by the department or by parents or guardians of children in care.	The facility needs to have an accessible written daily schedule. When a routine is predictable, children are more likely to know what to do and what is expected of them. This may decrease anxiety in the child. When there is less anxiety, there may be less acting out.	PLAYbook comms toolkit Healthy Eating Active Living (HEAL) in Child Care Toolkit English Spanish	All types
2.226.A.2	Daily physical gross motor activities, with or without equipment or materials, must be provided outdoors, or indoors during inclement weather, to children toddler age and older for no less than sixty (60) minutes total for full day programs. Activities do not have to occur all at once.	The 60 minutes of outdoor gross motor play needs to be documented on the daily written schedule. The daily gross motor time can occur throughout the day. Inclement weather is defined by the Weather Watch Chart which considers humidity, wind chill, and shade. During inclement weather, outdoor time can be substituted with indoor gross motor play. Best Practice states children ages 1 to 3 shall engage in no less than [60-120] minutes of moderate to vigorous	Caring for Our Children- Physical Activity and Limiting Screen Time  Inclusive Play...  Inclusive Play... Air Quality and Outdoor Activity	Toddler and older

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
		physical activity per day of child care, including no fewer than two structured or caregiver/teacher/adult-led activities or games that promote movement. Best practice states children ages 3 to 6 shall engage in no less than [90-120] minutes of moderate to vigorous physical activity per day of child care, including no fewer than two structured or caregiver/teacher/adult-led activities or games that promote movement. Standards are based on an eight-hour day in child care and shall be implemented on a proportional basis for children attending less than full-day programs. Best Practice states children ages 1 to 6 shall not engage in a sedentary activity for more than 60 minutes at a time, except when sleeping. Caring for Children 3.1.3.4: Caregivers/teachers should promote children’s active play and participate in	Guidance for Schools Heat-related illness data Colorado Environmental Public Health Tracking	

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
		children's active games at times when they can safely do so. Caregivers/teachers should Lead structured activities to promote children's activities 2 or more times per day.		
2.226.A.2.a	Programs who qualify for an outdoor space hardship per rule section 2.231.B must provide daily physical gross motor activities indoors or outdoors.	New programs that qualify for the outdoor hardship waiver may utilize an outdoor area that is less than ½ mile away such as a park or elementary school playground. A waiver must be filled out.	PDF Offsite Play a... Spanish Version PDF Offsite Play a...	
2.226.A.6	Portable first aid kits must be available to staff at all times, including field trips and short excursions, and must be checked and restocked on at least a monthly basis.	First aid kits must be maintained to ensure that staff members will always find the supplies necessary in the kit. First aid kits should be accessible to staff outside and on field trips. To ensure staff members are able to attend to a child requiring first aid in a timely manner.	Caring for Our Children (CFOC) (suggestions/resources only)	All types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.226.A.7	If a child participates in activities away from the facility, the center must obtain the parent or guardian's written permission for the child to participate in the activity at a specific location and day. Staff ratios found at rule section 2.216, must be maintained.	The center must obtain the parent/guardian's written permission before the child leaves the facility. Each activity must include a written permission as noted in the rule.		All types
2.226.B Screen and Media Use				
2.226.B.1	Screen time, which includes, television, recorded media, computer, tablet, cell phones, video games, and other media devices, is prohibited for children less than two (2) years of age.	Television and video viewing is only allowed for older children as defined in the rule. In the first two (2) years of life, children's brains and bodies are going through critical periods of growth and development. Infants and young children need to have positive interactions with people and not sit in front of a screen which takes time away from social interaction with parent(s)/guardian(s) and caregivers/teachers. Television viewing can have modest negative effects on	2.2.0.3: Screen Time/Digital Media Use CFOC Standards Database National Resource Center (nrckids.org)	All types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
		the cognitive development of children. For that reason, the American Academy of Pediatrics (AAP) recommends television viewing be discouraged for children younger than two (2) years of age.		
2.226.B.2	Screen time is prohibited during snack or meal times.	Meal and snack time should be interactive. Appropriate conversations should be occurring. The use of television, recorded media and computers prevents engaging conversations from occurring during these times.		All Types
2.226.B.4	For children two (2) to five (5) years of age, screen time must be limited to no more than thirty (30) minutes per day.	The use of television, recorded media and video time must be documented on the classroom's schedule. This does not		2 years to 5 years

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
		include appropriate radio or recorded music. Studies have shown a relationship between TV viewing and obesity in young children. For children two years and older, the AAP recommends limiting children's total (early care and education, and home) media time (with entertainment media) to no more than one to two hours of quality programming per twenty-four hour period. Because children may watch television before and after attending early care and education settings, limiting television, recorded media, and video time during their time in early care and education settings to no more than 30 minutes per day will help meet the AAP recommendation. Resource: Caring for our Children, third edition.		
2.226.B.5	For children two (2) years of age and older, screen time may only exceed sixty (60) minutes for a special occasion and must not occur more than once every two (2) weeks.	The use of television, recorded media and video time must be documented on the classroom's schedule. This does not include appropriate radio or recorded music.		2 years and older

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.226.B.7	There is no time restriction for children using personal adaptive equipment or assistive technology or participating in mandatory school activities.	The use of television, recorded media and video time must be documented on the classroom’s schedule. This does not include appropriate radio or recorded music.		All types
2.227 Transportation				
2.227.A Transportation provided by the Center				

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.227.A.2	The center must obtain written permission from the parent(s)/guardian(s) for any transportation of their child(ren) while in care.	There must be written permission in each child's file from the parent(s)/guardian(s) for each field trip/excursion, as well as a transportation agreement to take children to and from school. This provides written documentation of all transportation plans and ensures that parent(s)/guardian(s) are informed and aware of where their children are while in care.		All Types
2.227.A.3	The number of staff members who accompany children when being transported in the vehicle must meet the child care staff ratio found at rule section 2.217. The driver of the vehicle is considered a staff member.	The correct ratios must be followed at all times. A staff member in any position can drive the vehicle as long as they qualify under the staff driver rules found in section 2.227.C Ratios ensure that children are safely transported. A qualified Early Childhood Teacher is no longer required to be in the vehicle.		All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.227.A.4	Children must not be permitted to ride in the front seat of a vehicle and must remain seated while the vehicle is in motion. All children must be secured in a child restraint system that is appropriate for the age and development of that child that meets the requirements of the Colorado child passenger safety laws at sections 42-4-236 and 42-4-237, C.R.S.	Program policies/procedures for the use of child restraints must comply with current Colorado Passenger Safety and Federal Motor Vehicle safety standards and safety laws. Programs must ensure that staff members are appropriately trained to these guidelines.	Car Seats Colorado Colorado Child Passenger Safety Law Car Seat Safety Tips	All Types
2.227.A.5	Children must be loaded and unloaded out of the path of moving vehicles.	To ensure children's safety, children must be loaded and unloaded from a vehicle from the curbside, which reduces the risk of a child being struck by another vehicle.		All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.227.A.6	Children must not be permitted to stand or sit on the floor of a moving vehicle, and their arms, legs, and heads must remain inside the vehicle at all times.	To prevent injury while in a moving vehicle, children must be properly restrained and sitting in a vehicle seat, approved car seat, or booster seat that has been properly installed.	Car Seats Colorado Colorado Child Passenger Safety Law Car Seat Safety Tips	All Types
2.227.A.7	Children must not be left unattended in the vehicle.	Children must be directly supervised at all times. Attendance verification should be completed before and after children enter and exit a vehicle. After all children have exited the vehicle a staff member needs to go through the vehicle one more time and look to make sure a sleeping (or hiding) child is not still in the vehicle. Children require supervision at all times, even when buckled in seat restraints. A head count is essential to ensure that no child is inadvertently left behind in or out of the vehicle. Child	Car Seats Colorado Colorado Child Passenger Safety Law Car Seat Safety Tips Caring for Our Children (CFOC)	All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
		deaths in child care have occurred when children were mistakenly left in vehicles, thinking the vehicle was empty.		
2.227.A.8	Transportation arrangements for school-age children must be by agreement between the center and the children's parents, i.e., whether the child can walk, ride a bicycle, or travel in a car. The center must monitor the children to be sure they arrive at the center when expected and follow up on their whereabouts if they are late. Written permission from parents or guardians for their children to attend community functions after school hours must include agreements regarding transportation.	Any transportation arrangements must be in writing. The Center should follow up if the child is transported or arrives at the center and is not scheduled to be at the center that day. It is the center's responsibility to ensure the child gets to where they are supposed to be.		All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.227.A.9	Prior to a field trip or other excursion, the center must obtain information on liability insurance from parents and staff who transport children in their own cars and verify that all drivers have valid driver's licenses.	Parent volunteers cannot drive children who are not their own to field trips without a staff member who has all required background checks present. See rule section 2.121.D.3- Criminal background check requests for volunteers, whose activities involve the care and supervision of children; or who have unsupervised access to children, must be submitted and completed prior to caring for children or allowing the individual unsupervised access to children in child care centers (less than 24-hour care), school-age child care facilities, family child care homes, and qualified exempt provider homes		

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.227.A.10	Attendance must be verified as children enter and exit the vehicle to ensure all children are accounted for.	The facility must maintain written documentation that attendance is made as children enter and exit the vehicle. Verifying attendance while children enter and exit the vehicle ensures children are accounted for.		All types
2.227.B Requirements for Vehicles				
2.227.B.1.a	The vehicle must be enclosed and have working door locks.	The vehicle must have effective doors and locks. The vehicle may not have missing windows, missing doors, or the roof removed (ex: jeep without the roof, convertible vehicles etc.)		All types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.227.B.1.c	The vehicle must be kept in satisfactory condition to ensure the safety of occupants	Children cannot be transported in the bed of a pickup truck at any time.		All types
2.227.B.1.e	The provider must not transport more children than any vehicle is able to safely accommodate when child restraint systems and seat belts are properly installed in the vehicle. Two (2) or more children must never be restrained in one (1) seat belt or child restraint system.		Car Seats Colorado Colorado Child Passenger Safety Law Car Seat Safety Tips	All types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.227.B.1.f	Modifications to vehicles including, but not limited to, the addition of seats and seat belts must be completed by the manufacturer or an authorized representative of the manufacturer. Documentation of such modifications must be available for review.	Clarifies that vehicle modifications must be made only by an authorized manufacturer or an authorized representative of the manufacturer and verification of any modifications is readily available to ensure safety standards are not compromised. This is a safety regulation to ensure that any modification is done according to the manufacturer or an authorized representative of the manufacturer.		All types
2.227.C Requirements for Drivers of Vehicles				
2.227.C.9	Drivers must complete a minimum of four (4) hours of Department-approved driver training. The Department's approval will be based on the review of a training curriculum that includes at a minimum: behind the wheel training; participant transport attendance procedures including taking attendance at the destination; managing behavioral issues; loading and unloading procedures; daily vehicle inspection procedure; proper tire inflation; emergency equipment and how to use it; accident procedures; passenger illness procedures; procedures for backing up; and vehicle evacuation.	Driver Training certificate must be available for review in the staff file. This training is developed by the facility. Facilities can ask insurance companies if they provide any training.		All types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.228 Overnight care				
2.228.A	All of the provisions required in rule section 2.200 of these rules for child care centers apply to centers offering overnight care of children which includes care that extends beyond midnight. In addition, centers must observe the following provisions:	A facility can provide overnight care however a child cannot attend child care for more than 23 hours and 59 minutes.		All types
2.228.A.3	Children's faces and hands must be washed, children's teeth must be brushed according to the child's age, and children must be changed into comfortable clothing for sleeping.	3.1.5.1 Routine Oral Hygiene Activities Caregivers/teachers should promote the habit of regular tooth brushing. All children with teeth should brush or have their teeth brushed with a soft toothbrush of age-appropriate size at least once during the hours the child is in child care. Children under three years of age should have only a small smear (grain of rice) of fluoride toothpaste on the brush when brushing. Those children ages three and older should use a pea-sized amount of	Caring for our Children https://nrckids.org/CFOC/Database/3.1.5.1	All types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
		fluoride toothpaste (1). An ideal time to brush is after eating. The caregiver/ teacher should either brush the child's teeth or supervise as the child brushes his/her own teeth. Caring for our Children 4th edition.		
Child Care Equipment and Materials				
2.229 General Requirements				
2.229.A	Durable furniture such as tables and chairs must be child-sized or appropriately adapted for children's use.	Children should be able to place their feet on the ground when sitting in a chair. The exception to this is a bucket-designed feeding table for younger children. It is important for children to sit in chairs appropriate for their size to reduce the risk of falls and injuries. Recommendation not stacking chairs higher than three chairs high to reduce the risk of injuries.		All types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.229.B	Window blind cords must be secured out of children's reach to prevent strangulation.	Window blind cords must be maintained and secured in a manner that keeps them inaccessible to children at all times. This is a safety practice to prevent strangulation.		All types
2.229.C	Items labeled “keep out of reach of children” must be inaccessible to children.	Inaccessible means that children cannot reach, touch, or obtain the item. Regulation aligns with the safety warnings placed on products by the manufacturer that must be followed by the facility.	2.200 Child C...	All types
2.229.D	Staples must be inaccessible to children less than three (3) years of age.	A staple fully secured in the object is allowed. For example: In a bulletin board, art project, etc. If staples are found on the ground or loose, this will be cited as a violation for the safety hazard. This includes any areas where children under the age of 3 have access to the facility (gross- motor room, hallways, classroom, etc.). This is a safety practice to prevent children under the age of 3 from		All types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
		inhaling, ingesting, or possible retinal damage.		
2.229.E	Thumb tacks must not be used in areas accessible to children less than three (3) years of age.	This includes any areas where children under the age of 3 have access in the facility (gross-motor room, hallways, classroom, etc.). Thumb tacks/pushpins are considered sharp objects that children under three can inhale or ingest.		Infant/ Toddler
2.229.F	Glitter must not be used with children under three (3) years of age.	Even though each piece of glitter is tiny, it is still made out of tough, abrasive material, like plastic or even aluminum. Each piece has potentially sharp edges. A piece of glitter in your eye could scratch your cornea. A corneal abrasion is one of the most common eye injuries, causing pain, bloodshot eyes, extreme sensitivity to light, and the sensation that something is in your eye, even if nothing is there.	Is Biodegradable Glitter Truly Eco-Friendly? - Green Coast	

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.229.G	Loose plastic bags must be stored in areas inaccessible to children.	Inaccessible means that children cannot reach, touch, or obtain the item. Regulation aligns with the safety warnings placed on products to prevent strangulation or suffocation by the manufacturer that must be followed by the facility.		All types
2.229.H	Sharp tools and instruments must be stored in areas inaccessible to children.	Inaccessible means that children cannot reach, touch, or obtain the item. Regulation aligns with the safety warnings placed on products by the manufacturer that must be followed by the facility.		All types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.229.K.1-4	Evacuation equipment must not block exit routes. Nothing may be stored in or under any evacuation equipment. Evacuation equipment must: 1. Be located in the room or immediately outside the interior classroom door; 2. Be labeled for easy identification; 3. Be ready for use; and, 4. Fit through doorways.	This would include a blocked or inaccessible piece of infant equipment used for evacuation. A frequent violation is items under and around evacuation equipment in the infant room. The intent of the rule is to ensure that all occupants can safely and quickly exit the building. This is the reason for the accessibility of the door hardware, the type of hardware that is allowed, and the maintenance and structure of the egress from the building.		All types
2.229.L	Toys, toy parts, furnishings, equipment, and any materials accessible to children under than three (3) years of age must not be a choke hazard or able to be inhaled. Any area of the facility accessible to children less than three (3) years of age must be free of any choke or inhalation hazards.	This list also includes art materials such as pom-poms, sequins, noodles, foam stickers, cotton balls, and miscellaneous collage materials, etc. This regulation also includes any object hanging on the wall or ceiling containing small materials. Facilities can use wooden frames or other safe methods to display artwork. Common hallways are also included inaccessible areas. Choking hazards cannot be accessible to children under		Infant/ Toddler/ Preschool under three years.

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
		three at any time. This includes “supervised activities” where a teacher is present. These activities may not be offered with materials that pose a choking hazard. Safety regulation to prevent possible choking and inhalation injuries to children. Amber bead necklaces are considered a choking hazard for children under the age of 3. Children’s earrings and barrettes in infant and toddler rooms should be secure so they do not fall off and create a choking hazard. Ankle and wrist bracelets should be secure, but are not long enough to be considered a strangulation hazard are allowed in infant/toddler classrooms. If the jewelry is not secure or falls off the child it must be inaccessible to children.		

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.229.M	Toys, toy parts, furnishings, equipment, and materials made of brittle, easily breakable plastic or glass are not permitted for children less than five (5) years of age.	This includes any object hanging on the wall or ceiling containing small materials. Glass fish tanks are acceptable. Glass items such as vases are acceptable as decoration in the classroom if inaccessible to children. Safety regulation to prevent injuries. A material waiver may be submitted for use of glass material accessible to children less than 5 years of age according to the Colorado Statute.		Infant
2.229 P.	Some sand or equivalent dry material or water play should be offered to children eighteen (18) months of age or older, indoors or outdoors, at least monthly and year-round.	Caring for our Children 4th edition states “All materials used in a sensory table should be nontoxic and should not be of a size or material that could cause choking. According to the U.S. Food and Drug Administration (FDA), eating as few as four or five uncooked kidney beans can cause severe nausea, vomiting, and diarrhea. In addition to their toxicity, raw kidney beans are small objects that could be inserted by a child into his nose or ear; beans can potentially get stuck, swell, and be difficult to remove (1). Styrofoam peanuts could cause	Caring for our Children Sensory Table Materials	

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
		choking. Flour could be aspirated and affect breathing; if spilled on the floor, flour could cause slipping. If soil is used, it must be free from chemicals such as fertilizer or pesticides. All sensory table activities should be supervised for toddlers and preschool children.”		
2.229.R.1-8	The center must have enough play materials and equipment so that at any one time each child for which the center is licensed for can be individually involved. Separate play rooms or separate interest centers must be provided for each category of equipment required for the program. A variety of material and equipment from the following categories must be available: 1. Art; 2. Blocks and accessories; 3. Books and pictures; 4. Dramatic play; 5. Gross motor; 6. Manipulatives; 7. Music; and, 8. Science and math.	Accessible means toys and materials must be stored low enough for children to easily access. Containers that children cannot open or reach without assistance are not considered easily accessible. Allowing children to access play materials encourages more independent, creative play.		All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.229.S.1-5	In the toddler program, some play materials and equipment easily accessible to children must be provided from each of the following categories: 1. Books and pictures; 2. Dramatic play; 3. Gross motor; 4. Manipulatives; and, 5. Music	Accessible means toys and materials must be stored low enough for children to easily access. Containers that children cannot open or reach without assistance are not considered easily accessible. Allowing children to access play materials encourages more independent and creative play.		All Types
2.229.U	An appropriate supply of play materials must be readily accessible to children and must be arranged in an orderly manner so that children can select, remove, and replace the play materials either independently or with minimum assistance.	Accessible means toys and materials must be stored low enough for children to easily access. Containers that children cannot open or reach without assistance are not considered easily accessible. Allowing children to access play materials encourages more independent, creative play.		All Types

2.230 Indoor/Outdoor Equipment, Materials, and Surfaces

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.230.A	A variety of play equipment and materials appropriate for children's age, size, developmental needs, and activities must be provided for both indoor and outdoor structured and free play.	Items labeled for specific ages by the manufacturer will be followed. For example, if the product is labeled “ <i>Not for children under the age of 3,</i> ” then the product should be inaccessible to children under the age of 3.		All types
2.230.B	Indoor and outdoor equipment, materials, and furnishings must be sturdy, safe, and free of hazards.	Water beads are prohibited in all licensed child care programs. Water beads have been identified as a danger to young children and can be deadly if swallowed. The water beads are small like candy and can often be sold as toys or in kids' crafts. These colorful pin-size beads can be undetectable if dropped on the floor and can expand to 100 times their original size when exposed to water or digested. According to the Consumer Product Safety Commission (CPSC) water beads are associated with thousands of emergency- department visits every year.	Recalls-CPSC Water Beads CPSC.gov Amazon, Target, Walmart to stop selling water beads - ABC News (go.com)	All types:

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
		It is recommended that all playground equipment be commercial grade and meet current Consumer Product Safety Standards or be inspected and approved by a Certified Playground Safety Inspector (CPSI). The CPSI documentation should indicate when the equipment should be re-inspected. The use of Johnny Jumpers (jump-up seats) is prohibited. They have been determined not to be safe by Caring for Our Children & Consumer Product Safety Commission. There have been several reports of spring/clamp breaking on various models of jumpers (jump-up seats) according to the CPSC (7). Products used for children must be designed and intended for use by children. Walkers with wheels are prohibited.		

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.230.C	All other indoor or outdoor playground facilities, with permanently installed or portable climbing equipment, without an annually certified playground inspection must meet the following requirements:	Permanently installed or portable indoor climbing equipment over 18 inches requires resilient surfacing that meets ASTM 1292 standards. Examples include approved rubber mats, tiles, and asto turf with tiles. The facility must have documentation from the manufacturer or installer stating that the mat, tile or poured-in-place surfacing meets ASTM 1292 standards. The documentation must be site-specific. “Use zone”, formerly known as “fall zone” is the area under and around equipment that a child either falling from or exiting the equipment is expected to land. This area should be free of other equipment or objects. The child care licensing specialist should measure the use zone and its surrounding climbing equipment and slides. The use zone requirement for preschool climbing equipment should extend 6 feet in all directions from the outside of the equipment.	Consumer Product Safety Standards recommends resilient material for all climbing equipment 18 inches or higher. Resilient surfacing is required in order to prevent traumatic head injuries and death. More information can be found in the U.S. Consumer Product Safety Commission, Public Playground Safety Handbook.	All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
		The use zone for toddler equipment should extend 3 feet in all directions from the outside of the equipment. The exception is the slide exit (area at the end of the slide) that requires a 6-foot use zone. Protective resilient surfacing is required in the entire use zone. All playground equipment must be commercial grade and must meet current Consumer Product Standards or be inspected by a Certified Playground Safety (CPSI).		
2.230.C.1 Resilient Surfacing				

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.230.C.1.a	All climbing equipment eighteen (18) inches or higher must have resilient surfacing of at least six (6) inches in the use zone surrounding the equipment.	Permanently installed or portable indoor climbing equipment over 18 inches requires resilient surfacing that meets ASTM 1292 standards. Examples include approved rubber mats and tiles. The facility must have documentation from the manufacturer or installer stating that the mat, tile, or poured-in-place surfacing meets ASTM 1292 standards. The documentation must be site-specific. “Use zone”, formerly known as “fall zone” is the area under and around equipment that a child either falling from or exiting the equipment is expected to land. This area should be free of other equipment or objects. Consumer Product Safety Standards recommends resilient material for all climbing equipment 18 inches or higher. Resilient surfacing is required in order to prevent traumatic head injuries and death. The child care licensing specialist measures the use zone and its	More information can be found in the U.S. Consumer Product Safety Commission, Public Playground Safety Handbook.	All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
		surrounding climbing equipment and slides. The use zone requirement for preschool climbing equipment should extend 6 feet in all directions from the outside of the equipment. The use zone for toddler equipment should extend 3 feet in all directions from the outside of the equipment. The exception is the slide exit (area at the end of the slide) that requires a 6-foot use zone. Protective resilient surfacing is required in the entire use zone. All playground equipment must be commercial grade and must meet current Consumer Product Standards or be inspected by a Certified Playground Safety (CPSI). Lofts in the classroom- All ladders or stairs without barriers or enclosures children climb to enter lofts 18 inches or higher would require resilient surfacing in the 6-foot use zone behind the ladder/stairs. The opening between the slats must be no more than 4 inches apart. Any mats or tiles used for resilient surfaces must have documentation from the manufacturer		

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
		that the mat or tile meets ASTM 1292 standard. "Winter brings rain, ice, and snow, which can introduce all manner of potential problems on your playground. Even just a little snow or ice can make surfaces slippery and increase the risk of falls. Freezing temperatures can also freeze the resilient surfacing on your playground, making it no longer protective. If your surfacing is covered in snow, to prevent accidents and injuries, children shouldn't be on the play equipment". "Frozen surfacing is no longer resilient".		

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.230.C.1.b	Department-approved resilient surfacing includes loose fill materials such as wood chips, wood mulch, engineered wood fiber, pea gravel, synthetic pea gravel, shredded rubber tires, and sand. Solid unitary materials include poured in place surfacing, approved rubber mats, playground tiles, and Astroturf with built in resilient pad.	Loose fill resilient surfacing can be easily displaced. To ensure the proper minimum depth requirement is maintained, the materials must be regularly raked and or rototilled back into the use zone area, especially areas under slides and swings.	More information can be found in the U.S. Consumer Product Safety Commission, Public Playground Safety Handbook.	All types
2.230.C.1.d	Any newly installed solid unitary materials used for resilient materials must have written documentation from the manufacturer stating the material meets current federal safety standards. The documentation must be available for review at all times,	The documentation must be site-specific for the outdoor learning environment's unitary material. The documentation must have ASTM 1292 approval. Unitary surfaces such as poured-in-place, playground tiles, approved rubber mats, and AstroTurf with pad must have documentation from the manufacturer or installer stating it meets ASTM 1292 standards. The documentation must be site-specific.	More information can be found in the U.S. Consumer Product Safety Commission, Public Playground Safety Handbook.	

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.230.C.2 Maximum Height of Equipment				
2.229.C.2.a	The maximum height for toddler climbing equipment cannot exceed thirty-two (32) inches.	The height of the climbing equipment is generally measured from the platform or designated play space (where children are intended to play) to the ground.	More information can be found in the U.S. Consumer Product Safety Commission, Public Playground Safety Handbook.	All types
2.230.C.2.b	The maximum height for preschool and school-age climbing equipment must not exceed six (6) feet in height with six (6) inches of Department-approved resilient surfacing.	The height of the climbing equipment is generally measured from the platform or designated play space (where children are intended to play) to the ground.	More information can be found in the U.S. Consumer Product Safety Commission, Public Playground Safety Handbook.	All types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.230.C.3 Use Zone				
2.230.C.3.a	Toddler climbing equipment must have a three (3) foot use zone surrounding the equipment. Toddler slides require a six (6) foot use zone extending out from the base of the slide.	Currently, the depth requirement for protective loose-fill resilient surfacing is 6 inches for equipment over 18 inches in height. Examples of loose-fill surfacing include wood chips, wood mulch, engineered wood fiber, pea gravel, synthetic pea gravel, shredded rubber tires, and fine loose sand. Consumer Product Safety (CPSC) and the American Society for Testing and Materials (ASTM) currently recommends 9 inches of loose-fill surfacing in order to protect children from traumatic brain injuries and death if they fall off the equipment. Indoor or outdoor solid unitary surfaces such as poured-in-place, playground tiles, approved rubber mats, and AstroTurf with pad must have documentation from the manufacturer or installer stating it meet ASTM 1292 standards. The documentation must be site-specific.	More information can be found in the U.S. Consumer Product Safety Commission, Public Playground Safety Handbook.	All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
		Research indicates that the 6 inches of resilient surface should only be one type of surface.		
2.230.C.3.b	The use zone for swings used by toddlers is determined by measuring the distance from the top of the swing to the bottom of the bucket seat. This measured distance must extend from both the front and the back of the swing.	Currently, the depth requirement for protective loose-fill resilient surfacing is 6 inches for equipment over 18 inches. Examples of loose-fill surfacing are wood chips, wood mulch, engineered wood fiber, pea gravel, synthetic pea gravel, shredded rubber tires, and fine loose sand. Consumer Product Safety (CPSC) and the American Society for Testing and Materials (ASTM) currently recommend 9 inches of loose-fill surfacing in order to protect children from traumatic brain injuries and death if they fall off the equipment. Indoor or outdoor solid unitary surfaces such as poured-in-place, playground tiles, approved rubber mats, and AstroTurf with pad must have documentation from the manufacturer or installer stating it meets ASTM 1292 standards. The documentation must be site-specific.	More information can be found in the chrome-extension: //efaidnbmnnnibpcajpcgiclfndmkaj/ Public Playground Safety Handbook	All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
		Research indicates that the 6 inches of resilient surface should only be one type of surface.		
2.230.C.3.c	Preschool and school-age climbing equipment must have a six (6) foot use zone surrounding the equipment. For slides exceeding six (6) feet in height, the use zone from the base of the slide must be as long as the slide height.	Currently, the depth requirement for protective loose-fill resilient surfacing is 6 inches for equipment over 18 inches in height. Examples of loose-fill surfacing include wood chips, wood mulch, engineered wood fiber, pea gravel, synthetic pea gravel, shredded rubber tires, and fine loose sand. Consumer Product Safety (CPSC) and the American Society for Testing and Materials (ASTM) currently recommends 9 inches of loose-fill surfacing in order to protect children from traumatic brain injuries and death if they fall off the equipment. Indoor or outdoor solid unitary surfaces such as poured-in-place, playground tiles, approved rubber mats, and AstroTurf with pad must have documentation from the manufacturer or installer stating it meets ASTM 1292	More information can be found in the chrome-extension: //efaidnbmnnnibpcajpcgltclefindmka j/ Public Playground Safety Handbook	All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
		standards. The documentation must be site-specific. Research indicates that the 6 inches of resilient surface should only be one type of surface.		
2.230.C.5	Metal equipment must be placed in the shade.	Metal and plastic equipment on the playground should be checked for hot surfaces prior to children using the equipment. Shade is also recommended.	Safety regulation to prevent children from being burned on a hot surface on playground equipment.	All types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.230.C.6	All pieces of playground equipment must be designed to guard against entrapment and strangulation. Any openings in gross motor equipment above ground must be smaller than three and one half (3 ½) inches or greater than nine (9) inches to prevent entrapment.	Potential entrapment equipment. Any climbing rope installed by the manufacturer should always be attached at both ends to avoid strangulation/entanglement. Gaps between a platform on a climbing structure and the slide pose a potential for entanglement. A child's drawstring from coats, hoodies, or sweatshirts can become entangled. Gaps on slides should be repaired according to the manufacturer's instructions. If a manufacturer is no longer available for recommendations, then the gap can be corrected in a number of ways, such as applying sealant or caulk to the gap. Hazards are openings or spaces on equipment between 3 ½ inches and 9 inches. For example, slats used on platform railings. Children should not wear bicycle helmets while on playground equipment. There have been recent	Children can become entrapped by entering feet first and the body cannot pass through, or attempt to go head first through any opening. Head entrapments are the most serious when the opening is off the ground. More information can be found in the chrome-extension: //efaidnbmnnnibpcajpcglclefindmkaj/Public Playground Safety Handbook	All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
		head entrapment incidents in which children wearing bicycle helmets became entrapped in spaces that would not normally be considered a head entrapment. Strangulation hazards can be avoided by not adding additional ropes on the playground.		
2.230.C.7	Swings must have seats made of a flexible material and all "S" hooks must be secured.	"S" hooks for swings do not have gaps wider than the size of a dime.		All types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
*2.230.C.8	All outdoor play areas used for children’s activities must be checked daily and kept safe and free from hazardous materials or debris by removal of debris, dilapidated structures, and broken or worn play equipment. The staff must identify hazardous, high-risk areas; those areas must be made inaccessible to children to reduce the possibility of injuries and accidents.	The facility must check the outdoor areas used for children for potential safety concerns and make these inaccessible to children to prevent injuries. These may include but are not limited to water hazards, electrical hazards, fall hazards, icy surfaces, hot surfaces, protruding bolts over 2 threads in use zones, and foreign objects in the area that pose a safety concern (needles, broken glass, etc.). *Fence slats should be no more than 4 inches apart.	Proper maintenance of outdoor areas reduces the risk of potential safety concerns and hazards. Sample Outdoor Safety Checklist Indoor/Outdoor Safety	All types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.230.D	For purposes of a playground facility inspection, the Department shall accept as satisfactory proof of valid certification of the playground facility, certification, or a copy of certification, from an individual who is licensed or certified to perform playground safety inspections through the National Recreation and Park Association, or other nationally recognized playground facility safety organization. The Department shall not require a duplicate inspection if there is a satisfactory inspection report.	Per C.R.S. 26.5-5-314(2)(e)(III) Children's playgrounds should be inspected annually by an independent specialist (CPSI Certified)to ensure the long-term safety of the site and equipment. The Department shall accept as satisfactory proof of valid certification of the playground facility, certification, or a copy of certification within the last 12 months	Find a Playground Inspector	All Types
2.230.D.1	All playground facilities who hold a certified playground safety inspection must maintain resilient surfacing in compliance with the certification.	The resilient surfacing must be at least 6 inches. Consumer Product Safety recommends at least 9 inches of loose fil resilient surfacing.	Find a Playground Inspector Public Playground Safety Handbook	All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.230.E	Children must wear helmets when riding scooters, bicycling, skateboarding, or rollerblading. The helmet must be removed after the activity. Motorized riding toys are not permitted.	Children should not wear bicycle helmets while on playground equipment. There have been recent head entrapment incidents in which children wearing bicycle helmets became entrapped in spaces that would not normally be considered a head entrapment.	Public Playground Safety Handbook	All Types
2.230.F	Trampolines and inflatable bouncers are prohibited.	This includes all trampolines regardless of size. This includes mini trampolines unless used for one-on-one therapy with a child’s therapist/specialist. Mini trampolines used for therapy must be documented on the child’s IEP.		All Types

2.231 Indoor learning Environment

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.231.A.1	There must be open, indoor play space of at least thirty (30) square feet of floor space per child, including space for movable furniture and equipment. For space to be counted in the square footage calculation, the space must be accessible and used by children.	Indoor space must be exclusive of kitchen, toilet rooms, office, staff rooms, hallways and stairways, closets, laundry, furnace rooms, and space occupied by permanent built-in cabinets and permanent storage shelves inaccessible to children. Child care centers in operation prior to January 1, 1966, and which continue operation under the same governing body, must provide open indoor play space of at least twenty-five (25) square feet of floor space per child, including space for readily movable furniture and equipment.		All Types

Rule Number	Rule Text				Clarification/ Rational	Resources	Program Type
2.231.A.5	Square Footage Requirement per child				Toddler centers licensed prior to July 1, 1989 are exempt from the room size requirement. 01/01/2016 separate sleep areas and play areas must have 25 square feet Ensure there is enough space in sleep areas to ensure there is adequate space to accommodate the cribs and staff for movement. Hallways cannot be counted as open indoor play space.		All Types
	AGE OF CHILD	SEPARATE FREE PLAY AREA	SEPARATE SLEEP AREA	COMBINED SLEEP AND PLAY AREA			
	6 weeks to 18 months (infants)	35 square feet	Adequate space to accommodate size of cribs and needs of infant and staff	50 square feet			
	12 months to 36 months (toddlers)	30 square feet	30 square feet	45 square feet			
	2-1/2 years to 5 years (preschool)	N/A	N/A	30 square feet			
	5 years and over (school-age)	N/A	N/A	30 square feet			

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.231.A.6	In the infant program, the minimum indoor space per infant for sleep and activities is fifty (50) square feet.	This space is exclusive of the kitchen, toilet rooms, office, staff rooms, hallways and stairways, closets, laundry, furnace rooms, and space occupied by permanent built-in cabinets and storage shelves.		Infant
2.232.A Outdoor Space Requirements				
2.232.A.1	Readily accessible gross motor play space and access to outdoor space must be provided.	When the gross motor space is not adjacent to but readily accessible the staff members must accompany children to and from the play area.	Outdoor Hardship Waiver Offsite Play and Learning Resource Guide English Spanish	All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.232.A.2.a	Programs who qualify for an outdoor space hardship per rule section 2.232(B)(1), must meet the minimum outdoor learning environment square footage requirements indoors or through a combination of indoor and outdoor space.	A facility can identify two outdoor areas for the hardship waiver if there is a park that is closing.	Outdoor Hardship Waiver	All Types
2.232.A.4	The play area must be designed so that it is easily supervised.	Supervision is directly tied to safety and the prevention of injury and maintaining quality child care for infants, toddlers, preschoolers, and school-aged children. Parents/guardians depend on caregivers/teachers to supervise their children. To be available for supervision or rescue in an emergency, an adult must be able to hear and see the children. With proper supervision and in the event of an emergency, supervising adults can quickly and efficiently remove children from any potential harm.		All Types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.232.A.7	In the infant program, the outdoor area can be used by other age groups at the center, but it must not be used by any other group of children while infants are using it.	Infants must be separated from all other age groups		Infants
2.232.A.9	In the toddler program, the outdoor play area can be shared by infants, but infants and toddlers must not be allowed to use the play area at the same time.	Toddlers and infants must be separate from all other age groups		Toddler
	2.232.B Outdoor Space Hardship			

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.232.B.1	If an outdoor play space is not directly attached to the facility or accessible via secure access, or the child care facility cannot meet outdoor space requirements due to a hardship based on the location of the facility, the facility must develop a site-specific plan, which will be submitted to the Department for review and approval, that includes the following:	New child care centers lacking an outdoor space directly attached to the facility or an outdoor space that does not meet the square footage requirements to obtain a license can apply for the outdoor hardship waiver. To qualify for an outdoor hardship the program must identify an alternative outdoor space children can safely travel to and from or an indoor gross motor space that can be utilized daily. To apply fill out this form, Child Care Center Outdoor Space Hardship, and include all requested additional information. Please submit the completed form to cdec_communications@state.co.us. The program will receive a written decision within 10 business days.	Outdoor Hardship Waiver	

Building and Facilities

2.233 Building Site

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.233.A General				
2.233.A.3	Rooms licensed for specific ages of children cannot be used for other ages of children without the prior written approval of the licensing authority.	-A room licensed as an infant room, is approved for infants from 6 weeks to 18 months of age. -A toddler room licensed for children under the age of 2 cannot be used for toddlers over the age of 2 without approval. -A toddler room for children 2 and older requires a toilet. -A room licensed as a a preschool room can be used for any child from 2½ to 7 years of age. Equipment and toys must be checked for small items if the room is licensed for 2½ to 3-year-old children. No approval for change is required. -If a room is changing from a 3 and 4-year-old room to a 4 to 5-year-old room, then no written permission is required by the Department.	Rooms are licensed for a specific age of children due to their specific ages and developmental needs Provider Hub Login	All types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
		-If the capacity of any room changes, then a fee and written request is required along with written Department approval for the change.		
2.233.B Infant Programs				
2.233.B.1	If the infant program is in the same building as a facility caring for children of other ages, the infant program must be physically separated in different rooms by walls no less than eight (8) feet and full doors.	Allows for care of multiple age groups, however, infants and toddlers cannot be mixed with older children and must be cared for in completely separate rooms. All infant and toddler classroom doors must remain closed at all times. For infant and toddler classrooms that have Dutch doors, both the top and bottom of the door must be closed at all times. For buildings that are constructed without floor-to-ceiling walls, infant and toddler rooms must have a wall height of at least 8 feet. A waiver request should be submitted if a program wants to open the door during the day for ventilation purposes.	This prevents the introduction of foreign items that are potential hazard items to infant and toddlers. This prevents the spread of potential germs and exposure of illnesses to infants and toddlers.	Infant

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.233.C. Toddler Programs				
2.233.C.1	If the toddler program is in the same building as a facility caring for children of other ages, the toddler program must be physically separated in different rooms by walls no less than eight (8) feet and full doors.	Allows for care of multiple age groups, however, infants and toddlers cannot be mixed with older children and must be cared for in completely separate rooms. All infant and toddler classroom doors must remain closed at all times. A waiver request should be submitted if a program wants to open the door during the day for ventilation purposes. For infant and toddler classrooms that have Dutch doors, both the top and bottom of the door must be closed at all times. For buildings that are constructed without floor to ceiling walls, infant and toddler rooms must have a wall height of at least 8 feet. This prevents the introduction of foreign items that are potentially hazardous to infants and toddlers. This		Toddler

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
		prevents the spread of potential germs and exposure of illnesses to infants and toddlers.		
2.233.C.2	If the toddler program is combined with a large child care center or an infant program, toddler facilities, both indoor and outdoor, must be completely separate from facilities for other age groups, except as allowed by rule sections 2.232(A)(6) and (8). If the facility wishes to provide opportunities for a toddler to have occasional contact with siblings, plans must be approved by the Department licensing representative.	For buildings that are constructed without floor-to-ceiling exterior walls, toddler rooms must have a wall height of at least 8 feet. This prevents the spread of potential germs and exposure of illnesses to toddlers. This prevents the introduction of foreign items that are potentially hazardous to toddlers.		Toddler

2.234 Building Plans and Construction

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.234.B	Prior to construction, architectural plans for new buildings or for remodeling of existing buildings must be submitted for review and approval by the Department, the local fire department, and the local building department as to appropriateness, adequacy, and suitability for child care functions.	Extensive remodeling means the movement of a classroom wall, the addition or removal of space within the pre-existing room (bathroom, closet, etc.), any addition or removal of any plumbing features (sinks, kitchens, restrooms), the removal or addition of space to the outdoor play area or classroom or any other construction that would affect the ages, capacity, or the structural integrity of the building.		All types
2.235 Toilet Facilities				
2.235.A	Toilet facilities for the staff and other adults must be in separate restrooms or be separated by a partition from children's facilities, except in centers licensed for thirty (30) or fewer children and in centers with programs of four (4) hours or less.	To align with the new definition of the part-day programs, this will be allowed for any program that operates five hours or less. This is required to allow for privacy for children and adults using the restroom.		All types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.235.B	Toilet facilities for children must be separate from rooms used for other purposes and must be located on the same floor as the inside play area.	In classrooms where toilets are located within the room, the toilet area must be separate and allow for privacy and health safety. This is to allow privacy for children using the restroom and to ensure that children have access to a restroom near them.		All types
*2.235.D.1	School-age children must be allowed the use of toilet facilities that correspond with their gender identity.	This rule is intended to mirror the requirements of the Colorado Anti-Discrimination Act (CADA), section 24-34-601 et seq., C.R.S. and its implementing regulations at 3 CCR 708-1. As such, this rule only applies in “places of public accommodation,” as defined by statute. This requirement does not apply in churches, synagogues, mosques, or any other place that is principally used for religious purposes. The Department does not provide advisory opinions about whether an entity is covered by CADA.	3 CCR 708-1 Civil Rights Commission Rules and Regulations	All Child Care Centers serving School-Age children that are subject to CADA

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.235.F	Toilet facilities for toddlers must be located within their classroom.	A toddler room for children 2 and older requires a toilet. Allows for individual needs of children to be considered and for parental choice and cultural preferences with toilet learning.	Potty Training: Learning to Use the Toilet	All types
2.236 Office Facilities				
2.236.A	Office space separate from areas used by children must be provided for staff to perform administrative duties.	This space should be safe, free from hazards and ready for inspection. When a child is isolated from others, the child must be actively supervised by a qualified adult. This is designed to allow staff members to complete office duties in a more conducive environment that does not interfere with the supervision of children or other classroom duties.		All types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.236.A.1	If the office space is accessible to children, it must be free of hazards.	When a child is isolated from others, the child must be supervised by a qualified adult and the space should be safe and free of any hazards.		All types
2.236.B	The office must have sufficient space for maintenance and safe storage of children's and staff records and the center's business records.	This is to ensure the facility has proper storage for staff and children’s files. All items should be stored in a safe manner that does not impact the space dedicated to children. This is designed to allow staff members to complete office duties in a more conducive environment that does not interfere with the supervision of children or other classroom duties.		All types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
Safety Requirements				
2.237 General Requirements				
2.237.C	Major cleaning prohibited in rooms occupied by children.	Major cleaning includes but is not limited to any chemical spraying or chemical application (pesticides, varnish, waxing, or polishing agents carpet cleaning agents, etc.). This is required as a health and safety practice for children present in the facility, so they do not come into contact with any of the cleaning elements being used by the facility for major cleaning.		All types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.237.G	Combustible materials must not be stored in hallways, stairways, boiler rooms, mechanical rooms, or electrical equipment rooms.	Combustible materials must not be stored in the same room.		All types
2.238 Fire Safety				
2.238.B	Every building or structure must be constructed, arranged, equipped, maintained, and operated as to avoid undue danger to the lives and safety of its occupants from fire, smoke, fumes, or resulting panic during the period of time reasonably necessary for escape from the building or structure in case of fire or other emergency.	There must be a written fire evacuation plan for each facility including but not limited to the escape routes, procedures for employees, procedures for assisting persons who are unable to evacuate themselves, a means of accounting for all occupants, and an evacuation point. The plan must be reviewed at least annually for needed changes. and staff be retrained when changes occur		All types

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
DROP-IN, PART DAY, MOBILE PART-DAY PRESCHOOL, TEEN PARENT PROGRAMS, AND OTHER PROGRAMS OPERATED BY PUBLIC SCHOOL DISTRICTS				
2.239 Drop-In Programs				
2.239.A Director Requirements				
2.239.A.1	The director or Assistant director of an extended hour drop-in childcare center operating at least six (6) calendar days per week must be present at the center or involved in director activities at least fifty percent (50%) of the hours of operation of any day the center is in operation.	If the director cannot be present at least fifty percent (50%) of the day there must be a substitute qualified individual with a current assistant director qualifications to complete the following director duties including, but not limited to: greeting and assisting visitors to the program, providing human resource management, supervision of program staff responding to emergencies, addressing parental needs and complying with regulations. The director must be at the center at least fifty Percent (50%) of the day to oversee the daily operation and function of the center.		Drop-In Programs

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.239.A.1.a	If the director is not on site at the center for a portion of any day that center is in operation, the director must be available by phone.	When the director is not on-site at the drop-in center, the director must be available by phone. The director must be available to address any situation requiring director assistance that may arise.		Drop-In Programs
2.239.A.2	Whenever the director of a drop-in childcare center cannot be present fifty percent (50%) of any day the center is in operation, an assistant director that meets one (1) of the following qualifications must be present:	If the director cannot be present at least fifty percent (50%) of the day there must be a substitute qualified individual with a current assistant director qualifications to complete the following director duties including, but not limited to greeting and assisting visitors to the program, providing human resource management, supervision of program staff responding to emergencies, addressing parental needs and complying with regulations.	☰ CCC: ASSISTA...	Drop-In Programs

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.239.B Staff to Child Ratios				
2.239.B.1	Drop-in child care centers may follow a ratio of one (1) adult for every eight (8) children for children in a mixed age group of two (2) years of age to twelve (12) years.	This allows one or two children, 1 year of age to 2 years of age, to join the preschool group for short structured activities in drop-in facilities only. Structured activities include circle time, large group, cooking, art, and special occasion programming. Structured activities should be no longer than 15 minutes. The flexibility allows for the transition of children to older age groups and allows for younger age children to participate in structured activities.		Drop-In Programs

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.239.B.2	One (1) to two (2) children, one (1) year of age to two (2) years of age, may join the preschool age group of children for short periods of time for structured activities.	This allows one or two children, 1 year of age to 2 years of age, to join the preschool group for short structured activities in drop-in facilities only. Structured activities include circle time, large group, cooking, art, and special occasion programming. Structured activities should be no longer 15 minutes. This flexibility allows for the transition of children to older age groups and allows for younger age children to participate in structured activities.		Drop-In Programs
2.239.C Health Care				
2.239.C.1	For children attending a drop-in center, the parent(s)/guardian(s) of each child must submit a statement of the child’s current health status or written verification of a scheduled appointment with a health care provider within thirty (30) calendar days or by the second visit, whichever is longer. The statement of the child’s current health status must be signed and dated by a health care provider who has seen the child within the last twelve (12) months, or within the last six (6) months for children less than two and one-half (2 ½) years of age. Subsequent statements are not required if there have been no health changes in the child and the parent(s)/guardian(s) attest in writing to	Please refer to the date the doctor recommends for the next well visit on the General Health Appraisal Form. The AAP recommends Well Child Visits at 2, 4, 6, 9, 12, 15, 18, 24, and 30 months, and annually after 3 years.	General Health Appraisal Form	Drop-In Programs

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
	the health status of the child on an annual basis. Children attending drop-in child care with special medical needs must have the statement from a health care provider as indicated in rule section 2.218.B.			
2.239.D Rest Time and Equipment				
2.238.D.1	Drop-in child care centers must provide mats or cots for at least fifty percent (50%) of the licensed capacity of the center.	Cots or pads must be spaced at least two (2) feet apart on all sides during rest time. Children must have a safe area in which to rest that is easily supervised, out of the path of traffic, and free of hazards.		Drop-In Programs
2.239.E Play-Equipment and Materials				

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.239.E	Drop-in child care centers must provide indoor gross motor equipment, including, but not limited to, an indoor climbing structure, an open area for indoor, and must provide gross activities at least two (2) times during each six (6) hour period of time.	Permanently installed or portable indoor climbing equipment over 18 inches requires resilient surfacing that meets ASTM 1292 standards. Examples include approved rubber mats, tiles, and asto turf with tiles. The facility must have documentation from the manufacturer or installer stating that the mat, tile or poured-in-place surfacing meets ASTM 1292 standards. The documentation must be site-specific. “Use zone”, formerly known as “fall zone” is the area under and around equipment that a child either falling from or exiting the equipment is expected to land. This area should be free of other equipment or objects. The child care licensing specialist should measure the use zone and its surrounding climbing equipment and slides. The use zone requirement for preschool climbing equipment should extend 6 feet in all directions from the outside of the equipment.		Drop-In Programs

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
		The use zone for toddler equipment should extend 3 feet in all directions from the outside of the equipment. The exception is the slide exit (area at the end of the slide) that requires a 6-foot use zone. Protective resilient surfacing is required in the entire use zone. All playground equipment must be commercial grade and must meet current Consumer Product Standards or be inspected by a Certified Playground Safety (CPSI).		

2.239.F Building Site- Toddler Program

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.239.F.1	A toddler program located in a drop-in child care center licensed for five (5) or fewer toddlers may be separated from the rest of the center by a five (5) foot wall.	Drop-in centers that are licensed for 5 or fewer toddlers must have five feet of walls and a half door. Drop-in centers licensed for 6 or more toddlers must have full 8-foot walls and full doors. This prevents the introduction of foreign items that are potentially hazardous to infants and toddlers. This prevents the spread of potential germs and exposure of illnesses to infants and toddlers.		Drop-In Programs

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.239.F.3	Toilet facilities are not required to be located in the toddler classroom for drop-in child care centers licensed for ten (10) or fewer toddlers.	If the restroom is not located in the classroom, proper staff-to-child ratio must be maintained when taking toddlers to use the restroom.		Drop-In Programs
2.240 Part-Day Programs				
2.240.A Safe Sleep Environments				

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.240.A.1	Supervised tummy time must be offered to infants one (1) month of age or older at least two (2) times per day for part day programs for short periods (3-5 minutes) and increase the amount of time as the infant shows they enjoy the activity. If the infant falls asleep during tummy time, immediately place him/her on their back in approved sleeping equipment.	Staff members should be attentive to an infant's response to tummy time. If an infant is upset, tummy time can be broken up to short time periods. This is especially true for younger infants.	Babies Need Tummy Time: Safe to Sleep	Part-Day Programs
2.240.B Gross Motor Activities				
2.240.B.1	Daily gross motor activities, with or without equipment or materials, must be provided outdoors, or indoors during inclement weather. Activities do not have to occur all at once.	The required time for outdoor gross motor play needs to be documented on the daily written schedule. Inclement weather is defined in the Weather Watch Chart. Consider humidity, wind chill, and shade. During inclement weather, outdoor time can be substituted for indoor gross motor play. Outdoor play provides children the opportunity to learn in a different	Resource: Caring for our Children, third edition. This resource suggests at least 60 minutes of outdoor play per day for preschool aged children. The time frames are pro-rated to accommodate	Part-Day Programs

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
		environment. There is strong evidence that infant, toddler, and preschool-age children experience significant health benefits including strengthening immune systems, maintenance of a healthy weight, and Vitamin D exposure. There is also current research that shows children who play outside are less likely to be nearsighted. “Direct exposure to the bright, natural light that comes from being outside may stimulate developing eyes in important ways such as maintaining the correct distance between the lens and the retina—which keeps vision in focus.”	part-day programs. Child Care Weather Watch Guide for Schools AirNow.gov Heat-related illness data Colorado Environmental Public Health Tracking	
2.240.B.2	Daily physical gross motor activities must be provided for children toddler age and older based on the program’s hours of operation:	The required time for outdoor gross motor play needs to be documented on the daily written schedule. Inclement weather is defined in the Weather Watch Chart. Consider humidity, wind chill, and shade. During inclement weather, outdoor time can be substituted for indoor gross motor play.	Resource: Caring for our Children, third edition. This resource suggests at least 60 minutes of outdoor play per day for preschool	Part-Day Programs

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
		Outdoor play provides children the opportunity to learn in a different environment. There is strong evidence that infant, toddler, and preschool-age children experience significant health benefits including strengthening immune systems, maintenance of a healthy weight, and Vitamin D exposure. There is also current research that shows children who play outside are less likely to be nearsighted. “Direct exposure to the bright, natural light that comes from being outside may stimulate developing eyes in important ways such as maintaining the correct distance between the lens and the retina—which keeps vision in focus.”	aged children. The time frames are pro-rated to accommodate part-day programs. Indoor/Outdoor Safety Heat-related illness data Colorado Environmental Public Health Tracking	
2.240.B.2.b	Daily physical gross motor activities must be provided for children toddler age and older based on the program’s hours of operation: For programs operating between three (3) and five (5) hours per day, thirty (30) minutes of gross motor activities is required.	The required time for outdoor gross motor play needs to be documented on the daily written schedule. Inclement weather is defined in the Weather Watch Chart. Consider humidity, wind chill, and shade. During inclement weather, outdoor time can be substituted for indoor gross motor play. Outdoor play provides children the opportunity to learn in a different	Resource: Caring for our Children, third edition. This resource suggests at least 60 minutes of outdoor play per day for preschool aged children. The time frames are pro-rated to	Part-Day Programs

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
		environment. There is strong evidence that infant, toddler, and preschool-age children experience significant health benefits including strengthening immune systems, maintenance of a healthy weight, and Vitamin D exposure. There is also current research that shows children who play outside are less likely to be nearsighted. “Direct exposure to the bright, natural light that comes from being outside may stimulate developing eyes in important ways such as maintaining the correct distance between the lens and the retina—which keeps vision in focus.”	accommodate part-day programs. Indoor/Outdoor Safety Heat-related illness data Colorado Environmental Public Health Tracking	
2.241 Mobile Part-Day Preschool Programs				
2.241.A Policies				

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.241.A.2.a	The program must have an emergency evacuation plan and location. The program must develop a plan for transporting children, specific to each mobile unit, in the case of an emergency. The plan must be approved by the Department prior to caring for children.	Each mobile unit must have a plan for transporting children in an emergency. Before the facility can care for children, the Department must approve each mobile unit(s) plan.	Emergency Information & Authorization for Treatment & Transportation	Mobile Part-Day Preschool Programs
2.241.B Staff Qualifications				
2.241.B.1	There must be a large child care center qualified director available during operating hours. A director can oversee multiple mobile preschool programs under the same governing body.	Additional information on Director qualifications are listed under 2.214. The director must be available to address any situation requiring director assistance that may arise	 CCC_LARGE C...	Mobile Part-Day Preschool Programs

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.241.B.2	Each mobile preschool program must have a qualified early childhood teacher on site.	Additional information on early childhood teacher qualifications are listed under 2.216 A	 CCC_ ECT Qu...	Mobile Part-Day Preschool Programs
2.241.C Supervision				
2.241.D Child Care Equipment and Materials				

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.241.D.1.a-g	A variety of developmentally appropriate materials, equipment, and learning activities from the following categories must be available so that for any one time at least half of the children for which the program is licensed can be individually involved: A. Art; B. Blocks and accessories; C. Books and pictures; D. Imaginative play; E. Manipulatives; F. Music; and G. Science and math.	Accessible means toys and materials must be stored low enough for children to easily access. Containers that children cannot open or reach without assistance are not considered easily accessible. Allowing children to access play materials encourages more independent, creative play.		Mobile Part-Day Preschool Programs
2.241.E Facility Requirements				
2.241.E.7.a	Programs who qualify for an outdoor space hardship per rule section 2.232(B)(1), must provide daily physical gross motor activities indoors.	Programs need a policy and procedure to ensure children have the opportunity to engage in physical gross motor activities that are provided inside.	Outdoor Hardship Waiver	Mobile Part-Day Preschool Programs

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.241.F Safety				
2.241.F.1	Space heaters must have screens, a safety overheat protection, a safety trip-over switch, and be inaccessible to children.	Inaccessible means that children cannot reach, touch, or obtain the item. Regulation aligns with the safety warnings placed on products by the manufacturer that must be followed by the facility.		Mobile Part-Day Preschool Programs
2.241.F2	The mobile preschool must have two (2) means of emergency egress.	In the case of an emergency children in a mobile program can be evacuated upon notification for emergency services. Programs need to follow their emergency evacuation plan.		Mobile Part-Day Preschool Programs

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.242 Teen Parent Programs Operated by a Public School District				
2.242.A.1	Infant programs affiliated with teen parent programs that are operated by accredited public school systems and on school premises may substitute the following age requirements for those at rule section 2.204(B)(3).	These programs are allowed to accept community children, who are not part of the teen parent program, during times of low enrollment. These children must be between the ages of 6 weeks and 3 years of age. The rules specific to infants and toddlers in the teen parent program only apply to the infants and toddlers who are part of the teen program and not to community children enrolled in the program. This is to help the programs sustain operation during periods of low enrollment in the teen parent program.		Teen Parent Program
2.243 CHILD CARE PROGRAMS AND PRESCHOOLS OPERATED BY A PUBLIC SCHOOL DISTRICT				

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.243.A	The administration of medical marijuana must comply with policies listed in sections 12-255-120 and 12-255-127, C.R.S.	Section 12-30-116 - Protection for administering medical marijuana at school, Colo. Rev. Stat. § 12-30-116 Casetext Search + Citator		Programs Operated by a Public School District
2.243.B Director Requirements				
2.243.B.1.a-p	Preschool age classrooms that are operated by public school districts are not required to have a Large Center director qualified staff member assigned to each program when they have an organizational structure that includes at least ten (10) administrative support elements from the following: a. Colorado Preschool Program Coordinator; b. Parent Educational Specialist; c. Principal d. Health Coordinator; e. Nurse; f. Health Technician; g. Food Service Director; h. A Registered Dietitian or an individual with a Master’s level or higher education in Nutrition;	The list of administrative support must be available for review at each location. School districts without a director and other staff with specialized training are not required to complete the director training.	CCC - Organi...	Programs Operated by a Public School District

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
	i. Fire/Health/Safety Inspector; j. Mental Health Team; k. Speech Language Pathologist; l. Occupational/Physical Therapist; m. School Psychologist; n. Family Outreach Worker; o. Human Resource Specialist; or p. Transportation Manager.			
2.243.B.3	Programs who have their director privileges revoked may submit a request for consideration after a period of two (2) years from successful completion of the adverse licensing action.	If a director's letter is revoked the individual may submit a request for consideration after two years.		Programs Operated by a Public School District
2.243.C Substitutes				

Rule Number	Rule Text	Clarification/ Rational	Resources	Program Type
2.243.C.2	In licensed programs operated by public school districts, substitutes may be from the sponsoring school system's list of approved substitutes. Substitutes who do not meet qualifications for the position that they are substituting for can be used up to ten (10) calendar days per year. The dates and times must be recorded and made available for review at all times.	If a qualified substitute from the list of approved substitutes is not available, a substitute who does not meet the qualifications can be used for up to 10 days. The times and dates the unqualified substitute is used must be recorded and kept on file for review. Every teacher (each position) will have 10 days for a substitute, which needs to be documented when they are substituting. Substitutes can be used when staff quit unexpectedly, for all unplanned absences, or leave.	W CCC - Substit...	Programs Operated by a Public School District

