

Phase I: Administrative Rule Inventory for Department of Human Resources

Due date: September 15, 2023 | Inventory current as of September 1, 2023

Rule Citation	Short Description	Regulatory Text	Statutory Authority	# of Discretionary Regulatory Restrictions
660-1-1-.01(4)	General Information	(4) Firearms and other dangerous weapons are <u>prohibited</u> in all county and state offices. All articles brought into any county or state office <u>shall</u> be subject to search. The carrying of dangerous weapons and/or the refusal to permit articles to be searched <u>shall</u> be grounds for denial of access to state and/or county offices. As used herein, the term "dangerous weapon" means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing, death or serious bodily injury.	Ala. Code § 41-22-4(a)(1)	2
660-1-1-.02(2)(a)	Inspection And Copies of Written Material	(a) Twenty dollars (\$20) non-refundable processing fee which includes up to one hour of labor to produce the documents. Every additional hour of labor <u>shall</u> be twenty dollars (\$20) per hours; and	Ala. Code § 38-2-6(8)	1
660-1-1-.08(1)	Worthless Checks/Money Orders	(1) When any person, firm, association, entity, or corporation <u>shall</u> render a check or money order payable to the Department of Human Resources, either State or County Department, upon which payment is refused by the drawee of said check or money order for lack of funds, nonexistence of account, etc., the drawer/maker <u>shall</u> be charged a service charge of \$15.00, in addition to any additional penalties and interest provided for by law or agreement.	Ala. Code § 6-5-285	1
660-1-3-.03(1)	Public Petitions For Adoption, Repeal Or Change Of A Rule	(1) Any authorized person or organization may petition the Department for the adoption of a new rule or for the repeal or change of an existing rule. A petition for such actions <u>requires</u> the submission of a Departmental Petition for a Rule Change form (or facsimile), a copy of which can be found in Appendix A.	Ala. Code § 41-22-8	0
660-1-3-.03(3)	Public Petitions For Adoption, Repeal Or Change Of A Rule	(3) A petitioner or his or her representative <u>must</u> meet the requirements related to persons authorized to practice before the Department. These requirements are set forth in Rule No. 660-1-3-.05.	Ala. Code § 41-22-8	1
660-1-3-.03(4)	Public Petitions For Adoption, Repeal Or Change Of A Rule	(4) A petition for the adoption of a new rule or the repeal or change of an existing rule if presented by other than the true party in interest <u>must</u> be	Ala. Code § 41-22-8	1

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		accompanied by a Departmental Appointment of Representative form (or facsimile), a copy of which can be found in Appendix A.		
660-1-3-.04(1)	Public Petitions For Adoption, Repeal Or Change Of A Rule	(1) Any person or organization substantially affected by an existing rule may, as provided for in the Alabama Administrative Procedure Act, as amended and codified, challenge the validity and/or applicability of said rule by petitioning the Department to issue a declaratory ruling on the substance pertaining thereto. A petition for such action requires the submission of a Departmental Petition for Declaratory Ruling form (or facsimile), a copy of which can be found in Appendix A.	Ala. Code § 41-22-11	0
660-1-3-.04(3)	Public Petition For A Declaratory Ruling	(3) A petitioner or his or her representative must meet the requirements related to persons authorized to practice before the Department. These requirements are set forth in Rule No. 660-1-3-.05.	Ala. Code § 41-22-11	1
660-1-3-.04(4)	Public Petition For A Declaratory Ruling	(4) A petition for the adoption of a new rule or the repeal or change of an existing rule if presented by other than the true party in interest must be accompanied by a Departmental Appointment of Representative form (or facsimile), a copy of which can be found in Appendix A.	Ala. Code § 41-22-11	1
660-1-3-.05(2)	Rules Of Practice Before The Department Related To The Rule-making Process	(2) Any person acting as a representative must have written authority to do so. If the true party in interest is unable to sign an authorization, it must be signed by his or her legal guardian if there is one; if there is no legal guardian, the authorization may be signed by a member of his or her immediate family.	Ala. Code § 41-22-4(a)(2)	2
660-1-5-.02(2)	Hearings	(2) Choice of Action. Any aggrieved person requesting a review has a choice of whether such review shall be handled through an informal county conference, an informal review by the State Department, or a hearing. Upon notification that the aggrieved person is dissatisfied with the action taken or not taken, the Department has the responsibility to explain the methods by which the complaint may be handled. The initiation of an informal conference or State review has no effect on the time period for taking an appeal or requesting a hearing. All appeals or	Ala. Code § 38-4-5	0

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		requests for hearing <u>must</u> comply with applicable time periods to be considered.		
660-1-5-.02(4)	Hearings	(4) Hearing. An aggrieved person or his representative may still choose to request a hearing although a conference is held or his case is either reviewed by the County or State Department. The initiation of an informal conference or state review has no effect on the time period for taking an appeal or requesting a hearing. All appeals or requests for hearing <u>must</u> comply with applicable time periods to be considered.	Ala. Code § 38-4-5	0
660-1-5-.03	Hearing Requests	A request for a hearing may be made by an aggrieved person or his representative or legal counsel. A hearing request is any clear written statement to the State Department or County Department that the aggrieved person wants the opportunity to present the case to a higher authority. An oral hearing request may be made in the Food Stamp program. The request for a hearing <u>must</u> be postmarked within 60 days (15 days for the Individual Family Grant program) following the action (or inaction) with which the aggrieved person is dissatisfied. In the absence of a legible postmark, the State or County Department will assume the request was mailed three days prior to its receipt. If the aggrieved person or his representative presents a written statement to the State or County Department, the date the statement is presented will be considered the filing date. (A request for a state-level administrative disqualification hearing in the Food Stamp program <u>must</u> be made within 15 days of the mailing of the county-level administrative disqualification decision.)	Ala. Code § 38-4-5	2
660-1-5-.14(1)	Application For Rehearing	(1) An aggrieved person, the County Department, or their representatives may file an application for a rehearing within 15 days of the final decision. The application <u>shall</u> specify in detail the grounds for the relief sought and authorities in support thereof. The filing of such an application <u>shall not</u> extend, modify, suspend or delay the effective date of the decision unless	Ala. Code §§41-22-17, § 38-2-1 - 38-2-13	0

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		or until said decision shall be superseded, modified, or set aside in a manner provided by law.		
660-1-6-.15(4)	Electronic Signature Process	The procedures in this subsection with respect to electronic signatures apply to any online application for services provided by any Division within the Department. When an applicant completes an online application for services using a DHR provided and maintained computer system, the applicant must complete the following steps which, considered together, will constitute a binding electronic signature: (a) Provide full name of the applicant (First Name, Middle Name, Last Name, Suffix); (b) Read a disclosure statement advising the applicant that the electronic signature he/she is about to create is legally binding; (c) Enter a check in a checkbox indicating that the applicant has read the disclosure statement and understands that my checking the checkbox, he/she is electronically signing the application; (d) Click a button or other link causing the completed application for services to be electronically transmitted to the Department for eligibility determination by Department personnel.	Ala. Code § 8-1A-7, 8-1A-12, 8-1A-13, 8-1A-18	0
660-1-6-.05(1)	Child Abuse And Neglect Records	(1) Upon approved request, to an employer or potential employer of an employee where the employment involves care or supervision of children. An employer is one who engages persons for either paid or voluntary positions. This would include a public or private child care agency, center or institution in clearing persons who are applying for employment or to be foster or adoptive parents. This would include organizations such as Boy Scouts, Girl Scouts, summer camp programs, YMCA, etc. All requests must be submitted on an approved Department form. Clearance through the Child Abuse/Neglect Registry will be limited to persons listed as perpetrators or alleged perpetrators. Information will be released only upon a determination by the State Department that the information in the Central Registry will help discover or prevent abuse or neglect of children.	Ala. Code § 26-14-8, 38-2-6, 38-7-13, 41-22-4	0

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660-1-6-.14(4)(a)	Individuals' rights regarding their health information	(a) Right to inspect and copy health information: The client has the right to inspect and copy his/her PHI. This means the client may inspect and obtain a copy of PHI contained in the record, including medical and billing records. Under federal law, however, the client may not inspect or copy the following records: psychotherapy notes; information compiled in reasonable anticipation of, or use in, a civil, criminal, or administrative action or proceeding; such as a child or adult abuse investigation, and PHI subject to law that prohibits access to PHI.	Public Law 104-191; 45 C.F.R. Parts 160 and 164	0
660-2-2-.03(1)	Rights And Responsibilities Of Applicants And Recipients	The recipient of public assistance funds must assume the responsibility of furnishing all necessary facts and documentation to establish or reestablish eligibility, advise the Department of any changes in his/her circumstances within 10 days which might affect eligibility and/or the amount of the assistance grant, and to provide the Department with any channel of information concerning his/her affairs that may be determined necessary.	45 C.F.R. 206.10	0
660-2-2-.15	Age	A child must be under the age of 18 unless s/he is participating in a State approved educational or training program. In this case, eligibility continues through the last month of school/training attendance in the eighteenth year. If not in school/training, the child continues eligible for the month in which he/she reaches his/her 18th birthday.	45 C.F.R. 233.39	0
660-2-2-.16(1)	Residence	(1) A person must be a resident of Alabama in order to receive public assistance and must be physically present in the State when his application is approved unless detained because of illness while temporarily outside of the State and residence requirements are otherwise met. A person applies for and receives aid in the county where he lives.	45 C.F.R. 233.40	0
660-2-2-.16(2)	Residence	Temporary absence from the State does not affect residence unless it is for the purpose of establishing residence elsewhere. After his first three months of absence from Alabama, the recipient must report quarterly his plans and intent to return to Alabama. Aid will be discontinued at any time he fails to do so.	45 C.F.R. 233.40	0

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660-2-2-.17	Citizenship	The child or parent, or relative whose needs are included in the grant <u>must</u> be either a U. S. citizen, or an eligible alien as defined below.	45 C.F.R. 233.50	0
660-2-2-.17(1)(b)	JOBS Program	(b) excluded from the assistance unit for reasons required by Federal or State law or Family Assistance program rules, <u>must</u> participate in the JOBS Program unless the JOBS unit defers the individual from participation.	45 C.F.R. 224	0
660-2-2-.20	Living In The Home Of A Specified Relative	The child <u>must</u> be living in the home of a blood relative (whole blood or half-blood) within a prescribed degree of relationship as provided for in departmental operating manuals.	45 C.F.R. 233.90	0
660-2-2-.21	Social Security Account Numbers	To be eligible for Family Assistance (FA) , the child, parent, or relative <u>must</u> provide the Social Security account number when known for each person whose needs are included in the grant, or apply for and then furnish a Social Security account number for each individual who either does not have a number assigned, whose number is unknown, or who otherwise is unable to provide an accurate account number.	45 C.F.R. 232.10	0
660-2-2-.23(1)	Cooperation In Obtaining Child Support	(1) To be eligible for FA, the parent or relative of the child(ren) <u>must</u> cooperate with the Department in identifying and naming the parent(s) of the child who is receiving FA; establishing the paternity of the child who is born out of wedlock and receiving FA; obtaining child support payments for the child who is receiving FA; and obtaining any other payments or property due a child who is receiving FA.	45 C.F.R. 232.40 et seq.	0
660-2-2-.37	Development Of Sources of Income	All grantee relatives and/or individuals included in the assistance unit <u>must</u> apply for and convert to a state of availability any benefit, award, or potential source of income to which members of the assistance unit may be legally entitled.	45 C.F.R. 233.20	0
660-2-2-.38(1)	Minor Parent Living Arrangement And School Attendance	(1) A minor parent and the dependent child/ren in his or her care, unless exempt, <u>must</u> reside in the household of a parent, legal guardian or other adult relative or in an adult-supervised supportive living arrangement in order to receive FA.	42 U.S.C. 608(a)(4)&(5), Title IV-A, Section 408(a)(4)&(5)	0

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660-2-2-.38(4)	Minor Parent Living Arrangement And School Attendance	(4) A minor parent whose child is at least 12 weeks old, must have successfully completed high school or its equivalent or participate in (a) educational activities directed toward the attainment of its equivalent; or (b) an alternative educational or training program that has State approval, in order to receive assistance.	42 U.S.C. 608(a)(4)&(5) Title IV-A, Section 408(a)(4)&(5)	0
660-2-2-.39(1)	Applicant Job Search Requirements	(1) The applicant must apply for three positions of unsubsidized employment during the application process unless pursuant to Department program operating guidelines the applicant is exempt or has good cause for not doing so.	Ala. Code § 38-11A-2	0
660-2-2-.40(3)	Time Limits	(3) Some families may receive Federal TANF assistance beyond 60 months if the grantee or spouse of the grantee meets the extension criteria as follows: (a) has a personal hardship and (b) is currently complaint/cooperative and continues to be complaint/cooperative with JOBS and Child Support program criteria. Conditions in (3)(a) and (3)(b) must be met for each month of receipt over 60.	Title I of Public Law 104-193	0
660-2-2-.42(1)	Drug Screening Requirements	(1) Adult applicants/recipients who are otherwise eligible for assistance must cooperate with the Department in activities needed to determine if reasonable suspicion exists that the adult uses or is under the influence of a drug and if reasonable suspicion exists by completing a drug screening.	Ala. Code § 38-1-7 (Repealed)	1
660-2-2-.42(4)(a)	Drug Screening Requirements	(a) For the first positive drug screening, the grantee relative (adult) will be issued a warning that subsequent positive tests will result in loss of benefits and that other random drug screenings will be required .	Ala. Code § 38-1-7 (Repealed)	1
660-2-4-.03(1)	Rights And Responsibilities	(1) The recipient of public assistance funds must assume the responsibilities of furnishing all necessary facts and documentation to establish or reestablish eligibility, advise the Department of any changes in his/her circumstances within 10 days which might affect eligibility and/or the amount of the assistance grant, and to provide the Department with	20 C.F.R. 416	0

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		any channel of information concerning his/her affairs that may be determined necessary.		
660-2-4-.04(1)	Application And Initial Determination of Eligibility	(1) An individual must apply for SSI and learn the decision on that application before he can apply for supplementation under OAP, APTD, or AB. The individual's status with SSA for SSI benefits must be cleared prior to accepting a formal application. If an individual is ineligible for SSI benefits for any reason, he is not eligible for supplementation.	20 C.F.R. 416	0
660-2-4-.16	Eligibility Factors Other Than Need	A person meeting general eligibility criteria (1) must be certified as needing independent homelife care, formerly personal care in a private home, or foster home licensed or approved by the Department (only for persons who were receiving payment for such care as of September 30, 1986) or	20 C.F.R. 416	0
660-2-4-.16	Eligibility Factors Other Than Need	(2) must be certified as needing (on or after October 1, 1986) specialized independent homelife care in a private home, or foster home licensed or approved by the Department;	20 C.F.R. 416	0
660-2-4-.16	Eligibility Factors Other Than Need	and must be receiving benefits under the Elderly/Disabled Medicaid Waiver Program;	20 C.F.R. 416	0
660-2-4-.16	Eligibility Factors Other Than Need	and must meet the definition of skilled nursing facility criteria outlined in 660-2-4-.28.	20 C.F.R. 416	0
660-2-4-.19	Need Requirement - General	To be eligible for SUP based on need an individual must be a recipient of Supplemental Security Income through the Social Security Administration.	20 C.F.R. 416	0
660-2-4-.25	Social Security Account Numbers	To be eligible for State SUP, an individual must either provide the Social Security account number when known, or apply for a Social Security account number when one has not been assigned, or is unknown or the individual is otherwise unable to provide an accurate account number. Failure of the individual to comply with this requirement will result in ineligibility for State SUP benefits.	20 C.F.R. 416	0
660-2-15-.02	Eligibility Criteria	To be eligible for the monthly exemption, a person must : (a) Be 62 years of age or older or totally and permanently disabled; (b) Must be the head	Ala. Code § 40-21-53	0

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		of a household and not share his or her residence with more than one other adult who is less than 62 years of age; (c) <u>Must</u> receive electricity at his or her residence from a utility which is subject to the 2.2% license tax; (d) <u>Must</u> have a yearly net income of \$12,000 or less for himself and all current members of the household; and (e) Apply for the exemption at the Department of Human Resources in his county of residence in accordance with rules and regulations promulgated by the Department of Human Resources.		
660-2-20-.04(1)	Steps In Participation	(1) Each FA recipient must participate in the JOBS Program as determined appropriate by the JOBS case manager, unless it is determined that the client meets a deferral criterion or has good cause.	45 C.F.R. Parts 250 & 255	0
660-3-3-.01(2)(b)4	Eligibility For Services	4. Applicants for child and/or spousal support services <u>shall</u> be required to pay an application fee based on the following sliding fee schedule:	P.L. 93-647, 42 U.S.C. 654(6)(a) 45 C.F.R. 302.33	0
660-3-3-.01(2)(b)4(c)	Eligibility For Services	The applicant <u>must</u> complete appropriate forms supplied by the Department including, but not limited to, an application for services, legal notice, and an affidavit of income.	P.L. 93-647	0
660-3-3-.01(2)(b)4(d)	Eligibility For Services	The applicant <u>must</u> agree to cooperate fully with the Department in its efforts to provide services. Furthermore, the applicant <u>must</u> give the Department authorization to explore, pursue, or utilize all sources of information legally available to it or the applicant in support of any investigation it may conduct.	P.L. 93-647 45 CFR 303.11 45 CFR 302.31(c)	1
660-3-3-.01(3)(b)	Eligibility For Services	Officials requesting services <u>must</u> attest in writing that information is being requested solely to locate an individual in connection with a parental kidnapping or child custody case.	P.L. 93-647 45 CFR 302.35	0
660-3-3-.01(3)(c)	Eligibility For Services	The fee <u>must</u> be paid at the time of application and may be paid by either the requesting official or parent on whose behalf the request is being made.	P.L. 93-647 45 C.F.R. 303.2 45 C.F.R. 302.33	0

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660-3-3-.01(3)(d)	Eligibility For Services	The requesting official <u>must</u> cooperate fully with the Department in its efforts to provide the service.	P.L. 93-647 45 CFR 303.11 45 CFR 302.31(c)	0
660-3-3-.01(3)(e)	Eligibility For Services	The requesting official <u>must</u> complete appropriate forms supplied by the Department.	P.L. 93-647 45 C.F.R 302.33	0
660-3-3-.01(2)(a)	Eligibility For Services	(a) Applicants may request all of the aforementioned services or location-only services. Services requested <u>must</u> be identified on the application form.	P.L. 93-647 45 C.F.R. 302.33(a)(6) 45 C.F.R. 302.35	0
660-3-3-.01(2)(b)2(ii)	Eligibility For Services	(ii) If the applicant claims to be the person having responsibility for and exercising control of the child(ren), (s)he <u>must</u> provide birth certificate(s), proof of guardianship or custody, or proof of control and maintenance of the child(ren) for whom services are being sought.	P.L. 93-647	1
660-3-3-.01(2)(b)3	Eligibility For Services	The applicant <u>must</u> be one of the following:	P.L. 93-647, 45 CFR 302.35	0
660-3-9-.04(1)	Request For A Hearing	(1) A hearing request <u>must</u> be made in writing within fifteen days from the date of receipt of notification of intent to withhold, restrict the use of, suspend or revoke a license. The NCP can request an administrative hearing to show cause why the withholding, restricted use, suspension or revocation is not	42 U.S.C. 651 et seq. Ala. Code §30-3-171	0
660-3-9-.04(1)(b)	Request For A Hearing	When the NCP requests a hearing to contest the notice and is alleging a mistake has occurred, the NCP <u>must</u> provide documentation to support his/her claim.	42 U.S.C. 651 et seq. ,Ala. Code §§30-3-171 and 30-3-172	0
660-3-9-.04(2)(a)	Request For A Hearing	The NCP <u>must</u> file the notice of appeal and a cost bond with the Department within thirty (30) days of receipt of the hearing decision.	42 U.S.C. 651 et seq. Ala. Code §41-22-20	0

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660-3-11-.01(2)	General	Paternity establishment refers to an action that results in the determination of a parent-child relationship. Paternity establishment is required before getting a child support order.	45 C.F.R. 301-307	0
660-3-11-.02(1)	Eligibility	(1) Recipients of Family Assistance (FA) shall participate with the IV-D child support agency in establishing paternity.	45 C.F.R. 301-307	0
660-3-11-.02(3)	Eligibility	A Medicaid recipient who does not receive FA benefits shall cooperate with the IV-D agency in establishing paternity.	45 C.F.R. 301-307	0
660-3-11-.03(1)(a)1	Processes Involved In Paternity Establishment	1. In the uncontested consent process, both the mother and the alleged father must agree that the alleged father is the biological father of the child.	45 C.F.R. 301-307	0
660-3-12-.06(1)	Right To Contest Lien/Levy	The noncustodial parent has a right to an administrative desk review of the action taken to implement a lien and a levy against his/her assets. The request for review must be in writing within fifteen (15) calendar days of the date appearing on the Notice of Lien. The Obligor Notice of Lien instructs the noncustodial parent to mail the written request to the state IV-D agency.	P.L. 104-193	1
660-3-12-.06(1)(b)	Right To Contest Lien/Levy	The noncustodial parent must provide proof, such as copies of: 1. Canceled checks or money orders. 2. Child Support orders or modifications to them. 3. Pay stubs that show child support withheld. 4. Letters from employers who have withheld wages. 5. Receipts for child support payments. 6. Court records documenting payment of child support. 7. Picture ID and Social Security Card to prove mistaken identity. 8. Documents showing that the levied funds do not belong to him/her (bank documents, etc.). 9. Any other applicable documents.	P.L. 104-193	1
660-3-12-.06(1)(c)	Right To Contest Lien/Levy	If the noncustodial parent is on a joint account and claims the funds do not belong to him/her, (s)he must provide documentation that shows that his/her name is on the account strictly for fiduciary purposes.	P.L. 104-193	1
660-3-12-.06(1)(d)	Right To Contest Lien/Levy	(d) Where there is a joint account and the noncustodial parent is not on the account for fiduciary purposes, 50% of the account funds shall be released	P.L. 104-193	1

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		to the other joint account holder. Where there are more than two individuals listed on the account, the funds shall be released to the other joint account holders proportionately based on the number of individuals on the account. If the noncustodial parent claims that a different amount belongs to him/her, (s)he <u>must</u> provide documentation that shows the amount that belongs to him/her.		
660-3-12-.06(4)	Right To Contest Lien/Levy	If the joint account holder claims the funds belong to him/her and not the noncustodial parent, the joint account holder <u>must</u> provide documentation that shows that the noncustodial parent's name is on the account strictly for fiduciary purposes. Where there is a joint account and the noncustodial parent is not on the account for fiduciary purposes, 50% of the account funds shall be released to the joint account holder. Where there are more than two individuals listed on the account, the funds shall be released proportionately based on the number of individuals on the account. If a joint account holder claims that a different amount belongs to him/her, the joint account holder <u>must</u> provide documentation that shows the amount that belongs to him/her. The noncustodial parent's portion will continue to be levied in order to satisfy the outstanding child support obligation.	P.L. 104-193	2
660-3-15-.02(2)(a)	Hearing Requests	(a) A request for a hearing <u>must</u> be filed in writing within 30 days following the action (or inaction) with which he is dissatisfied or 30 days following the claimant's learning of said action except for a request for a hearing in State and Federal tax offset cases. A request for a hearing on a pre-tax offset <u>must</u> be postmarked within 30 days after the date on the Decision Regarding Administrative Review in order to qualify for a hearing. A request for a hearing on a post-tax offset <u>must</u> be received within 30 days of the mailing date on the notice from the State Department of Revenue or from the Federal Department of Treasury.	45 C.F.R. 205-232 35 C.F.R. 303.72(e)	0

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660-3-15-.02(3)(b)	Hearing Requests	(b) The request <u>must</u> provide specific information about the basis for and the date of the dissatisfaction. If the appeal is filed by someone other than the claimant, i.e., his legal guardian or legal representative; in a TANF case the grantee relative; or a lawyer of his choice, there must be a definite statement by the person making the appeal that it is being made upon authorization of the applicant/recipient.	45 C.F.R. 205-232	0
660-3-15-.02(3)(c)	Hearing Requests	(c) If the appeal is filed by someone other than the claimant, i.e., his legal guardian or legal representative; in a TANF case the grantee relative; or a lawyer of his choice, there <u>must</u> be a definite statement by the person making the appeal that it is being made upon authorization of the applicant/recipient.	45 C.F.R. 205-232	0
660-3-16-.09(1)	Right To Contest The Administrative Income Withholding Order	(1) The obligor has a right to an administrative desk review of the action taken to implement the income withholding order administratively. The request for a review <u>must</u> be in writing within 15 days of the date appearing on the administrative Order/Notice to Withhold Income for Child Support.	45 CFR 303.100, Ala. Code §30-3-62	0
660-3-17-.07	Right To Contest An Administrative Lien	The noncustodial parent has a right to an administrative review of the action taken to implement a lien against his/her assets. The request for review <u>must</u> be in writing within fifteen (15) calendar days of the date appearing on the Notice of Lien.	P.L. 104-193	1
660-3-17-.07(2)	Right To Contest An Administrative Lien	(2) The noncustodial parent <u>must</u> provide proof, such as copies of: (a) Canceled checks or money orders. (b) Child Support orders or modifications to them. (c) Pay stubs that show child support withheld. (d) Letters from employers who have withheld wages. (e) Receipts for child support payments. (f) Court records documenting payment of child support. (g) Picture ID and Social Security Card to prove mistaken identity. (h) Documents showing that the levied funds from a financial account do not belong to him/her (i.e. bank documents, etc.). (i) Any other applicable documents.	P.L. 104-193	-1

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660-3-17-.07(4)	Right To Contest An Administrative Lien	(4) If the issue cannot be resolved in an administrative desk review, the noncustodial parent has the right to request an administrative hearing. The noncustodial parent is advised in the Results of Administrative Review document that the State Title IV-D agency must receive a written request for an administrative hearing within thirty (30) days of the date on the document or the money will distribute as child support.	P.L. 104-193	1
660-3-17-.07(4)(b)	Right To Contest An Administrative Lien	(b) If the noncustodial parent does not agree with the findings of the administrative hearing, (s)he has the right to request a judicial review by filing a notice of appeal, cost bond, and petition for review as required under the Alabama Administrative Procedure Act. The noncustodial parent is advised in the results of administrative hearing document that the State Title IV-D agency must receive notice of the court action within thirty (30) days of the date on the document, or the money will distribute as child support.	P.L. 104-193 Ala. Code §41-22-20	0
660-4-2-.03(2)4	Obtaining Social Security Numbers	Proof of application shall consist of either the return of the DHR-PAD-1542, marked complete; the SSA-5028, Receipt of Application for a SSN; the SSA-2853, Hospital Enumeration at birth; or the copy of a birth certificate or other documentary evidence which indicates an application for a Social Security Number for the child has been submitted.	7 U.S.C. 2011 et seq	0
660-4-2-.04(1)(b)4b	Income and Deductions	The current occupant of the home, if any, must not be claiming the shelter cost for food assistance purposes.	7 U.S.C. 2011 et seq	0
660-4-2-.04(1)(b)4c	Income and Deductions	The home must not be leased or rented during the absence of the household.	7 U.S.C. 2011 et seq	0
660-4-2-.04(1)H.2.	Entitlement to the BUA	To qualify for the BUA a household must be billed for at least two utility expenses separate and apart from their rent or mortgage. Qualifying expenses include: electricity, fuel for purposes other than heating or cooling, water, telephone, sewerage, garbage or trash collection, installation and maintenance of a septic tank or a well, or an excess utility	7 U.S.C. 2011 et seq	0

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		cost that does not include heating or cooling for households who live in public housing or other similar rental units.		
660-4-2-.10	REPORTING REQUIREMENTS	1. All households are required to report when their income exceeds 130% of the poverty level for their household size. Do not consider ineligible or disqualified persons in determining the household size for reporting purposes.	7 U.S.C. 2011 et seq	0
660-5-19-.03(1)	Facilities	(1) Fire Inspection. The facility <u>shall</u> submit a written fire department inspection report, with no violations cited, to the Department of Human Resources and must be updated at a minimum of every five (5) years.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98, Ala. Code § 38-7-1 through 38-7-21, §§36-19-1 through 36-19-32	0
660-5-19-.03(1)	Facilities	(1) Fire Inspection. The facility shall submit a written fire department inspection report, with no violations cited, to the Department of Human Resources and <u>must</u> be updated at a minimum of every five (5) years.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98, Ala. Code §§ 38-7-1 through 38-7-21, §§36-19-1 through 36-19-32	0
660-5-19-.03(1)	Facilities	Copies of such inspection reports <u>shall</u> be submitted to the Department.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98, Ala. Code §§ 38-7-1 through 38-7-21, §§36-19-1 through 36-19-32	0
660-5-19-.03(1)	Facilities	Copies <u>shall</u> also be posted in the facility.	42 U.S.C.S. §§9857 et seq., 45	0

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			C.F.R. §98, Ala. Code §§ 38-7-1 through 38-7-21, §§36-19-1 through 36-19-32	
660-5-19-.03(2)	Facilities	(2) Health Inspection. The facility shall submit a written health department inspection report to the Department of Human Resources.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98, Ala. Code §§ 38-7-1 through 38-7-21	0
660-5-19-.03(2)	Facilities	If food is prepared at the facility, a copy of a current health department food permit shall also be submitted.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98, Ala. Code §§ 38-7-1 through 38-7-21	0
660-5-19-.03(2)	Facilities	If food is not prepared at the facility, but is served by the facility, the facility shall obtain written approval of the food service plan from the health department, if available, and submit a copy of this approval to the Department of Human Resources.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98, Ala. Code §§ 38-7-1 through 38-7-21	0
660-5-19-.03(2)	Facilities	Copies of such inspection reports shall be submitted to the Department.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98, Ala. Code §§ 38-7-1 through 38-7-21	0
660-5-19-.03(2)	Facilities	Copies shall also be posted in the facility.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98, Ala.	0

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			Code §§ 38-7-1 through 38-7-21	
660-5-19-.03(3)	Facilities	(3) Zoning Approval. The facility <u>shall</u> submit a written statement of compliance with applicable zoning requirements to the Department.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98, Ala. Code §§ 38-7-1 through 38-7-21	0
660-5-19-.03(3)	Facilities	If no zoning laws or ordinances are applicable, the facility <u>shall</u> submit a written statement verifying he/she has checked with the local governing authority and there are no applicable zoning laws or ordinances.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98, Ala. Code §§ 38-7-1 through 38-7-21	0
660-5-19-.03(4)(a)	Facilities	(a) Exclusive use. Areas to which the children in care are assigned <u>shall</u> be used exclusively by the children during operating hours.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(4)(a)	Facilities	When lunchroom facilities are shared with other groups, children receiving facility care <u>shall</u> be seated together, apart from other groups.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(4)(b)	Facilities	(b) Space per child. There <u>shall</u> be at least 32 square feet of indoor activity space for each child.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(4)(b)	Facilities	Bathrooms, kitchens, isolation room, office, halls used as passageways, and storage areas <u>shall not</u> be considered when computing activity space.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(4)(c)(1)	Facilities	(c) Bathroom facilities. 1. Bathrooms <u>shall</u> be located under the same roof as activity areas.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0

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660-5-19-.03(4)(c)(2)	Facilities	2. Staff <u>shall</u> ensure that bathroom facilities are safe for use by the children at all times, and when bathroom facilities are also available for use by the public, staff shall provide appropriate supervision to protect the children and their privacy.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(4)(c)(2)	Facilities	2. Staff shall ensure that bathroom facilities are safe for use by the children at all times, and when bathroom facilities are also available for use by the public, staff <u>shall</u> provide appropriate supervision to protect the children and their privacy.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(4)(c)(2)	Facilities	The staff person's supervision <u>shall not</u> itself intrude upon the child's privacy.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(4)(d)	Facilities	(d) Space for ill or injured children. Space <u>shall</u> be provided for a child who becomes ill or is injured at the facility.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(4)(d)	Facilities	Items used by an ill child <u>shall</u> be disinfected before being used by another child.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(4)(e)	Facilities	(e) Storage space for children and staff. Shelving that can be tipped over by an adult <u>shall</u> be securely anchored, so that it does not pose a risk to children.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(4)(f)(1)	Facilities	(f) Ventilation, lighting, and heating in areas used by children. 1. Heating and air conditioning <u>shall</u> be provided as appropriate to the season.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(4)(f)(2)	Facilities	2. The temperature <u>shall</u> be maintained between 68 and 82 degrees Fahrenheit.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(4)(f)(3)	Facilities	3. There <u>shall</u> be a thermometer in each area used by the children to monitor the temperature of the area.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0

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660-5-19-.03(4)(f)(3)	Facilities	Thermometers <u>shall</u> be safe for children (no glass, mercury or other hazardous materials).	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(4)(f)(4)	Facilities	4. Outside windows that are opened <u>shall</u> be securely screened.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(4)(f)(5)	Facilities	5. Outside doors <u>shall</u> be kept closed.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(4)(f)(6)	Facilities	6. Lighting <u>shall</u> be maintained at a level that will enable the children to participate in facility activities.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(4)(g)	Facilities	(g) There <u>shall</u> be an operational telephone in the facility designated as the contact number for the facility.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(4)(g)	Facilities	The Department <u>shall</u> be notified if the facility's telephone is out of service.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(4)(g)	Facilities	The Department <u>shall</u> be notified of any change in the facility's telephone number.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(4)(h)(1)	Facilities	(h) Hazard prevention.1. The facility <u>shall</u> be free from apparent hazardous conditions.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(4)(h)(1)	Facilities	2. All flammable, poisonous and other hazardous substances and materials <u>shall</u> be kept under lock and key or combination lock.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0

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660-5-19-.03(4)(h)(1)	Facilities	All containers <u>shall</u> be labeled with the name of the substance or material it contains.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(4)(h)(1)	Facilities	3. No firearms or ammunition <u>shall</u> be kept or allowed in the facility with the exception of law enforcement officers.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(4)(h)(1)	Facilities	4. Stairways used by the children <u>shall</u> have hand railings within child's reach.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(4)(h)(1)	Facilities	5. Medicines and drugs for children or staff <u>shall</u> be kept under lock and key or combination lock, in a separate location away from toxic chemicals and other harmful items.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(4)(h)(1)	Facilities	6. Barriers <u>shall</u> be erected around radiators, heaters, and fans that are accessible to the children.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(4)(h)(1)	Facilities	7. Consumption or possession of alcohol or use of non-prescription narcotic or illegal substances is <u>prohibited</u> on the facility premises, as well as any vehicle used by the facility.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(4)(h)(1)	Facilities	8. Smoking or tobacco usage is <u>prohibited</u> on the facility premises, as well as any vehicle used by the facility (including but not limited to cigarettes, cigars, pipes, and electronic cigarettes.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(4)(h)(9)(i)	Facilities	9. Bio contaminants: (i) If stored inside the facility, <u>must</u> be disposed of in a covered, plastic lined receptable stored in a locked area.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(4)(h)(9)(i)	Facilities	The container <u>must</u> be labeled as bio contaminants.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0

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660-5-19-.03(4)(h)(9)(ii)	Facilities	(ii) If stored outside the facility, <u>must</u> be disposed in a leak proof plastic bag that can be sealed and placed in a covered receptable.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(4)(i)	Facilities	(i) The facility <u>shall</u> be clean.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(4)(i)(1)	Facilities	1. Cleaning <u>shall</u> be done daily.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(4)(i)(1)	Facilities	Floors and bathroom fixtures <u>shall</u> be cleaned and disinfected daily or more often as needed.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(4)(i)(1)	Facilities	Carpets <u>shall</u> be vacuumed daily.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(4)(i)(2)	Facilities	2. Cleaning <u>shall not</u> interfere with children's activities.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(4)(i)(3)	Facilities	3. Spills of body fluids, including blood, feces, nasal and eye discharges, saliva, urine, and vomit <u>shall</u> be cleaned up immediately.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(4)(i)(3)	Facilities	Staff <u>shall</u> wear gloves.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(4)(i)(3)	Facilities	Staff <u>shall</u> be careful not to get any of the fluid in their eyes, nose, mouth or any open sores.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(4)(i)(3)	Facilities	Staff hands <u>must</u> be washed with soap and water after cleaning up spills.	42 U.S.C.S. §§9857 et seq.	0

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660-5-19-.03(4)(i)(4)	Facilities	4. Staff <u>shall</u> clean and disinfect any surfaces, such as counter tops and floors, on which body fluids have been spilled.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(4)(i)(4)	Facilities	Contaminated materials <u>shall</u> be discarded in a plastic bag that has been securely sealed and placed in the appropriate bio contaminant receptable.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(4)(i)(5)(b)	Facilities	(b) If the center chooses to wash the contaminated items, the items <u>must</u> be washed separately from non-contaminated items.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(5)(a)	Facilities	(5) Outdoor Area.(a) An off-street area for loading/unloading children <u>shall</u> be provided.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(5)(b)	Facilities	(b) Outdoor play areas <u>shall</u> adjoin, or be safely accessible to, the indoor area.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(5)(b)	Facilities	Children <u>shall</u> be visually supervised going to and from the playground and while on the playground.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(5)(c)	Facilities	(c) Outdoor play areas on the premises <u>shall</u> be enclosed by a fence or wall at least four (4) feet in height.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(5)(c)	Facilities	The fence or wall <u>shall</u> be free from sharp protruding edges.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(5)(c)	Facilities	Gates <u>shall</u> be secured.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0

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660-5-19-.03(5)(d)	Facilities	(d) The outdoor play area and equipment <u>shall</u> be free of apparent hazardous conditions.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(5)(d)(1)	Facilities	1. Concrete or asphalt <u>shall not</u> be used under outdoor playground equipment, except wheel toys.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(5)(d)(1)	Facilities	The facility <u>must</u> provide documentation of Occupational Health and Safety Administration (OSHA) approval.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98, Ala. Code § 38-7-1 through 38-7-21	0
660-5-19-.03(5)(d)(2)	Facilities	2. The outdoor play area <u>shall</u> be well-drained.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(5)(d)(3)	Facilities	3. Playground equipment which is not designed to be portable <u>shall</u> be securely anchored so that it cannot be tipped over by an adult.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(5)(e)	Facilities	(e) Stairways or steps used by the children <u>shall</u> have hand railings within child's reach.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(6)(a)	Facilities	Written permission signed by each child's parent(s)/guardian(s) <u>shall</u> be on file in the facility for each child participating in swimming or wading activities.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(6)(b)(1)	Facilities	(b) Pools two (2) feet or more in depth: 1. A lifeguard <u>shall</u> be at poolside at all times the pool is in use.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0

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660-5-19-.03(6)(b)(1)	Facilities	Each lifeguard <u>shall</u> have a current American Red Cross Lifeguard Training Certificate, a current First Aid Certificate, and current Infant-Child (Pediatric) Cardiopulmonary Resuscitation Certificate (CPR).	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(6)(b)(1)	Facilities	A copy of each certificate <u>shall</u> be on file in the facility.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(6)(b)(2)	Facilities	2. The lifeguard <u>shall not</u> be counted in the staff-child ratio for children in the pool.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(6)(b)(3)	Facilities	3. The staff-child ratio for children in the pool <u>shall</u> be: (i) 1 staff for every 6 children ages 4 years up to 6 years (ii) 1 staff for every 10 children ages 6 years and older	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(6)(b)(4)	Facilities	4. Ratios <u>shall</u> be determined by the age of the youngest child in the pool.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(6)(b)(5)	Facilities	5. Persons counted in the staff-child ratios for children in the pool <u>shall</u> meet child care worker qualifications, and shall be in the pool at all times.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(6)(b)(5)	Facilities	5. Persons counted in the staff-child ratios for children in the pool shall meet child care worker qualifications, and <u>shall</u> be in the pool at all times.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(6)(b)(6)	Facilities	6. In addition to the lifeguard and persons counted in the staff-child ratios for children in the pool, staff meeting child care worker qualifications <u>shall</u> be provided to supervise any child or children in the enclosed pool area (inside the fence), but not in the water.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(6)(b)(7)	Facilities	7. If any part of a child's body is in the water, the child <u>shall</u> be considered to be in the pool and shall be counted in the staff-child ratios for children in the pool.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0

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660-5-19-.03(6)(b)(7)	Facilities	7. If any part of a child's body is in the water, the child shall be considered to be in the pool and <u>shall</u> be counted in the staff-child ratios for children in the pool.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(6)(b)(8)	Facilities	8. Pools (above-ground on in ground) <u>shall</u> be enclosed with a fence or a solid wall with no doors, windows, or other openings.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(6)(b)(8)	Facilities	The fence or wall <u>shall</u> be at least four (4) feet in height, and shall be constructed to prevent accessibility by children.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(6)(b)(8)	Facilities	The fence or wall shall be at least four (4) feet in height, and <u>shall</u> be constructed to prevent accessibility by children.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(6)(b)(8)	Facilities	The sides of an above-ground pool <u>shall not</u> be considered a fence or wall.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(6)(b)(8)	Facilities	Gates and all other access areas <u>shall</u> be locked when the pool is not in use.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(6)(c)(1)	Facilities	1. There <u>shall</u> be at least one (1) staff person with a current Infant-Child (Pediatric) Cardiopulmonary Resuscitation Certificate (CPR) and a current First Aid Certificate, present at each wading structure at all times children are in the wading area.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(6)(c)(1)	Facilities	A copy of the CPR and First Aid Certificates <u>shall</u> be on file in the facility.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(6)(c)(1)	Facilities	Required staff-child ratios <u>shall</u> be met at all times.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0

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660-5-19-.03(6)(c)(2)	Facilities	2. There <u>shall</u> be at least two (2) staff at each wading structure at all times it is in use.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(6)(c)(2)	Facilities	Staff supervising children <u>shall</u> be within arm's length providing "touch supervision."	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(6)(c)(3)	Facilities	3. Clean water <u>shall</u> be provided each day.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(6)(c)(4)	Facilities	4. The wading structure <u>shall</u> be emptied when not in use.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(7)	Facilities	<i>THE FACILITY <u>SHALL</u> ASSUME FULL AUTHORITY AND RESPONSIBILITY FOR ACTIVITIES AWAY FROM THE FACILITY.</i>	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(7)	Facilities	<i>IF THE FACILITY PROVIDES ACTIVITIES AWAY FROM THE FACILITY, A WRITTEN STATEMENT, SIGNED BY EACH CHILD'S PARENT(S)/GUARDIAN(S), <u>SHALL</u> BE ON FILE IN THE FACILITY PRIOR TO THE CHILD'S PARTICIPATION IN SUCH ACTIVITIES.</i>	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.03(7)	Facilities	The statement <u>shall</u> indicate that the parent(s)/guardian(s) has/have been informed that the Department of Human Resources does not inspect activities provided away from the facility and that the facility assumes full responsibility for such activities.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.04(1)(a)	Child Care Program	Required ratios <u>shall</u> be maintained at all times.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.04(1)(a)(1)	Child Care Program	1. Staff-child ratio <u>shall</u> be: Age 4 years up to school age* Staff to Child Ratio 1 to 18	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0

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		School age* up to 8 years 1 to 21 8 years and older 1 to 22		
660-5-19-.04(1)(a)(2)	Child Care Program	2. A staff person <u>shall</u> be counted in the staff-child ratio only if he/she meets child care worker qualifications and he/she is giving full attention to the direct supervision of the children.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.04(1)(a)(2)(b)	Child Care Program	(b) Staff Coverage <u>shall</u> be determined by the following:	42 U.S.C.S. §§9857 et seq	0
660-5-19-.04(1)(a)(2)(b)(1)	Child Care Program	1. All children <u>shall</u> have staff supervision at all times.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.04(1)(a)(2)(b)(2)	Child Care Program	2. The name of the staff person in charge <u>shall</u> be posted in a conspicuous place in the facility.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.04(1)(a)(2)(b)(3)	Child Care Program	3. At least two (2) staff who are at least 18 years of age, who meet child care worker qualifications and have a current Infant-Child (Pediatric) Cardiopulmonary Resuscitation Certificate (CPR) and a current First Aid Certificate, shall be present during all hours of operation	42 U.S.C.S. §§9857 et seq	0
660-5-19-.04(1)(a)(2)(b)(4)	Child Care Program	4. There <u>shall</u> be a second staff person, age 18 or older available in the facility building or on the premises, whenever seven (7) or more children are present.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.04(1)(a)(2)(b)(4)	Child Care Program	4. Required staff-child ratios <u>shall</u> be met at all times.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-19-.04(1)(a)(2)(b)(5)	Child Care Program	5. Staff persons <u>shall</u> be free from all other duties during the hours they are working directly with the children.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.04(2)(a)(1)	Child Care Program	1. Children's toileting <u>shall</u> be according to each child's needs.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.04(2)(a)(1)	Child Care Program	1. Each child's hands <u>shall</u> be washed with soap and running water after toileting.	42 U.S.C.S. §§9857 et seq	0

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660-5-19-.04(2)(a)(2)	Child Care Program	2. Staff <u>shall</u> use universal precautions when diapering/ toileting or being exposed to blood, fecal material, or urine.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.04(2)(b)(1)(i)	Child Care Program	(i) Single-use cups or glasses or drinking fountains <u>shall</u> be supplied for water service during the day	42 U.S.C.S. §§9857 et seq	0
660-5-19-.04(2)(b)(1)(i)	Child Care Program	(i) A common drinking container <u>shall</u> not be used.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.04(2)(b)(1)(ii)	Child Care Program	(ii) Drinking water with no added sweeteners or carbonation <u>shall</u> be readily available in indoor and outdoor areas to each child throughout the day	42 U.S.C.S. §§9857 et seq	0
660-5-19-.04(2)(b)(1)(iii)	Child Care Program	(iii) Vending machines <u>shall</u> be prohibited in areas used by the children.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.04(2)(b)(2)(i)	Child Care Program	(i) Each child's hands <u>shall</u> be washed with soap and running water before and after meals and snacks, and after toileting and diapering.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.04(2)(b)(2)(ii)	Child Care Program	(ii) Each staff person <u>shall</u> wash his/her hands with soap and running water before food preparation or service, after assisting with toileting, and after any contact with bodily fluids, including wet or soiled diapers, runny nose, spit, vomit, etc.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.04(2)(b)(2)(iii)	Child Care Program	(iii) Individual paper towels <u>shall</u> be supplied for each washing and drying.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.04(3)(a)	Child Care Program	(a) Discipline <u>shall</u> be appropriate to the age and developmental level of each child.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.04(3)(b)	Child Care Program	(b) Disciplinary practices, including but not limited to the following, are <u>prohibited</u> :	42 U.S.C.S. §§9857 et seq	0
660-5-19-.04(3)(b)(1)	Child Care Program	1. The use of corporal or physical punishment is <u>prohibited</u> , including but not limited to: spanking; shaking; slapping; kicking; pushing; biting; pinching; hitting; thumping; hair pulling; ear pulling; excessive physical exercise, excessive rest, or strenuous/bizarre posture;	42 U.S.C.S. §§9857 et seq	0

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660-5-19-.04(3)(b)(2)	Child Care Program	2. The use of verbal abuse is <u>prohibited</u> , including but not limited to: yelling; shouting; name calling; shaming; making derogatory remarks about a child or a child's family; using language that threatens, humiliates, or frightens a child;	42 U.S.C.S. §§9857 et seq	0
660-5-19-.04(3)(b)(3)	Child Care Program	3. The use of discipline associated with food, naps, or bathroom procedures is <u>prohibited</u> , including but not limited to: withholding food as punishment; use of food such as hot sauce, lemon juice, vinegar, etc., or soap, as punishment; punishment for lapses in toilet training; punishment for not sleeping during nap/ rest time	42 U.S.C.S. §§9857 et seq	0
660-5-19-.04(3)(b)(4)	Child Care Program	4. The use of physical restraint as punishment is <u>prohibited</u>	42 U.S.C.S. §§9857 et seq	0
660-5-19-.04(3)(b)(5)	Child Care Program	5. Punishment administered by another child is <u>prohibited</u>	42 U.S.C.S. §§9857 et seq	0
660-5-19-.04(3)(b)(6)	Child Care Program	6. Rough or harsh handling of children, whether associated with discipline or not, is <u>prohibited</u> , including but not limited to: shaking; lifting or jerking by one or both arms; pushing; pulling; forcing or restricting movement; lifting or moving by grasping clothing; covering a child's head; etc.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.04(3)(b)(7)	Child Care Program	7. Physical activity/ outdoor time taken away as punishment is <u>prohibited</u> .	42 U.S.C.S. §§9857 et seq	0
660-5-19-.04(4)(a)(1)	Child Care Program	1. No child who is ill <u>shall</u> be admitted to the facility.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.04(4)(a)(1)	Child Care Program	1. This regulation is not intended to <u>require</u> the exclusion of children in violation of the Americans with Disabilities Act (ADA).	42 U.S.C.S. §§9857 et seq	0
660-5-19-.04(4)(a)(1)	Child Care Program	1. Determinations of illness may be based on: the child's inability to participate in the facility's activities; the need for additional care that facility staff cannot provide without taking time and attention away from the other children; signs of serious or contagious disease or condition, such as but not limited to food and allergic reactions, fever, diarrhea, vomiting,	42 U.S.C.S. §§9857 et seq	0

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		unexplained rash, scabies, head lice; a physician's diagnosis <u>requiring</u> that the child be separated from other children.		
660-5-19-.04(4)(a)(2)(i)	Child Care Program	(i) Any child in attendance who becomes ill, has a contagious disease or condition, or suffers an injury that requires professional medical attention <u>shall</u> be separated promptly from the group, but <u>shall</u> have continuous supervision by a <u>staff</u> person.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.04(4)(a)(2)(i)	Child Care Program	(i) Toys, bedding, equipment, and bathroom facilities used by an ill child or adult <u>shall</u> be cleaned and disinfected prior to use by another person	42 U.S.C.S. §§9857 et seq	0
660-5-19-.04(4)(a)(2)(ii)	Child Care Program	(ii) The ill or injured child's parent(s)/ guardian(s) <u>shall</u> be notified immediately and <u>required</u> to come for, or arrange for another designated person to come for the child	42 U.S.C.S. §§9857 et seq	0
660-5-19-.04(4)(a)(2)(iii)	Child Care Program	(iii) If the parent(s)/ guardian(s) or person designated by the parent(s)/ guardian(s) cannot be reached or if the injury or illness is severe, the facility shall obtain emergency medical treatment	42 U.S.C.S. §§9857 et seq	0
660-5-19-.04(4)(a)(3)(i)	Child Care Program	(i) When a contagious disease/condition (a disease/condition which can be transmitted or spread from person to person) has been introduced into the facility, parent(s)/ guardian(s) of each exposed child <u>shall</u> be notified	42 U.S.C.S. §§9857 et seq	0
660-5-19-.04(4)(a)(3)(ii)	Child Care Program	(ii) The facility <u>shall</u> urge parent(s)/ guardian(s) to notify the facility when their child is known to have been exposed to a contagious disease/condition outside the facility	42 U.S.C.S. §§9857 et seq	0
660-5-19-.04(4)(a)(3)(iii)	Child Care Program	(iii) The facility <u>shall</u> report any known or suspected case of contagious disease/condition to the county or state health department.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.04(4)(a)(5)	Child Care Program	5. Infant-child Cardiopulmonary Resuscitation (CPR) and First Aid. At least two (2) staff person(s) with a current Infant-Child (Pediatric) Cardiopulmonary Resuscitation Certificate (CPR) and a current First Aid Certificate <u>shall</u> be in the facility during hours of operation	42 U.S.C.S. §§9857 et seq	0
660-5-19-.04(4)(a)(5)	Child Care Program	5. A copy of the Certificates <u>shall</u> be on file in the facility.	42 U.S.C.S. §§9857 et seq	0

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660-5-19-.04(4)(a)(6)	Child Care Program	6. Authority and procedure for administering medication or medical procedures <u>shall</u> be clearly defined.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.04(4)(a)(6)(i)	Child Care Program	(i) No medication or medical procedures (prescription or over-the-counter) <u>shall</u> be administered without being ordered by the child's health professional and without a written, signed authorization, from the child's parent(s)/ guardian(s).	42 U.S.C.S. §§9857 et seq	0
660-5-19-.04(4)(a)(6)(i)	Child Care Program	(i) Blanket authorization forms are <u>prohibited</u> .	42 U.S.C.S. §§9857 et seq	0
660-5-19-.04(4)(a)(6)(i)	Child Care Program	(i). The authorization form <u>shall</u> include time(s) and date(s) to be administered, dosage, storage instructions, (refrigerated and unrefrigerated), and specific directions for administering the medication/medical procedures, such as "give-by-mouth", apply to skin, inhale, drop in eyes, etc.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.04(4)(a)(6)(i)	Child Care Program	(i) An authorization form <u>shall</u> be valid for no more than seven (7) days unless accompanied by a written physician's statement.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.04(4)(a)(6)(ii)	Child Care Program	(ii) Any prescription drug or over the counter drug sent to the facility <u>shall</u> be in its original container.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.04(4)(a)(6)(ii)	Child Care Program	(ii). Prescription drugs <u>shall</u> have a pharmacy label or shall be accompanied by a physician's written instructions.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.04(4)(a)(6)(ii)	Child Care Program	(ii) Over the counter drugs <u>shall</u> be clearly labeled with the child's name and directions for administering the drug.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.04(4)(a)(6)(ii)	Child Care Program	(ii) A measuring device (if the medication requires measuring) <u>shall</u> be provided for each child's medication.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.04(4)(a)(6)(iii)	Child Care Program	(iii) Medication or medical procedures <u>shall</u> be administered to the child by the designated staff	42 U.S.C.S. §§9857 et seq	0
660-5-19-.04(4)(a)(6)(iv)	Child Care Program	(iv) Locked storage (lock and key or combination lock), inaccessible to children, <u>shall</u> be provided for all medication or drugs (children's or staff's).	42 U.S.C.S. §§9857 et seq	0

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660-5-19-.04(4)(a)(6)(v)	Child Care Program	(v) Medicines/drugs <u>shall</u> be returned to the parent(s)/ guardian(s) or disposed of properly when no longer needed	42 U.S.C.S. §§9857 et seq	0
660-5-19-.04(4)(a)(6)(vi)	Child Care Program	(vi) Time and date of all medication dosages or medical procedures administered at facility <u>shall</u> be documented, in writing, signed by the staff person administering the medication or medical procedure (initials not acceptable), and kept in the child's file.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.04(4)(a)(6)(vi)	Child Care Program	(vi) Copies <u>shall</u> be made available to the child's parent(s)/ guardian(s) on request.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.04(5)	Child Care Program	(5) The Center <u>shall</u> develop a written disaster plan and make is available to all child care staff members and employees.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.04(5)	Child Care Program	(5) This plan <u>shall</u> be posted in a conspicuous place.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.04(5)	Child Care Program	(5) This emergency preparedness plan <u>must</u> be submitted to the Department and copies provided to all parents/guardians.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.04(5)(a)	Child Care Program	(a) The plan shall include procedures that will be used to prepared for and respond to the following types of emergency or disaster situations: 1. Weather emergencies and natural disasters which include severe thunderstorms, tornadoes, flash flooding, major snowfall, blizzards, ice storms, or earthquakes; 2. Emergency outdoor or indoor lockdown or evacuation due to threats of violence which includes active shooter, bioterrorism or terrorism; 3. Emergency or disaster evacuations due to hazardous materials and spills, gas leaks or bomb threats; 4. Outbreaks, epidemics, or other infectious disease emergencies; 5. Loss of power, water or heat; 6. Other threatening situations that may pose a health or safety hazard to the children in the center.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.04(5)(b)	Child Care Program	(b) The disaster plan <u>shall</u> include details for:	42 U.S.C.S. §§9857 et seq	0

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660-5-19-.04(5)(d)	Child Care Program	(d) Emergency procedures <u>shall</u> be practiced at least once each quarter so that children are familiar with the types of procedures and are able to be engaged, and not overwhelmed by the fear of an event.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.05(1)(a)	Transportation	(a) If the facility provides transportation or any activities away from the facility, a written statement, signed by each child's parent(s)/guardian(s), <u>shall</u> be on file in the facility prior to the child's participation in such activities.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.05(1)(a)	Transportation	(a) The statement <u>shall</u> indicate that the parent(s)/guardian(s) has/have been informed that the department of human resources does not inspect activities provided away from the facility and that the facility assumes full responsibility for such activities.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.05(1)(b)	Transportation	(b) The facility shall be responsible for each child who is using transportation contracted for, arranged by, or provided by the facility	42 U.S.C.S. §§9857 et seq	0
660-5-19-.05(1)(c)(1)	Transportation	1. Checklists <u>shall</u> be used to account for the loading and unloading of each child from the vehicle at every location.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.05(1)(c)(1)	Transportation	1. Checklists <u>shall</u> also be used to account for each child during activities that include walking to and from the facility	42 U.S.C.S. §§9857 et seq	0
660-5-19-.05(1)(c)(2)	Transportation	2. The facility <u>shall</u> designate the staff person responsible for completing the checklist.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.05(1)(c)(2)	Transportation	2. The designated staff person <u>shall</u> sign (initials are not acceptable) the checklist when it has been completed.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.05(1)(c)(3)	Transportation	3. The driver of the vehicle <u>shall</u> sign (initials are not acceptable) the completed checklist at each location, indicating he or she has checked each seat in the vehicle at each location to verify that no child is left on the vehicle.	42 U.S.C.S. §§9857 et seq Ala. Code §13A-11-290	0
660-5-19-.05(1)(c)(4)	Transportation	4. Completed checklists <u>shall</u> be kept on file in the facility for the current year plus two additional years.	42 U.S.C.S. §§9857 et seq	0

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660-5-19-.05(1)(d)(1)	Transportation	1. In addition to the driver, staff <u>shall</u> be provided to meet required staff-child ratios for children younger than lawful school age. NOTE: The driver of the vehicle <u>shall</u> not be counted in the <u>required</u> staff-child ratio when children younger than lawful school age are transported.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.05(1)(d)(1)	Transportation	1. NOTE: The driver of the vehicle <u>shall</u> not be counted in the <u>required</u> staff-child ratio when children younger than lawful school age are transported.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.05(1)(d)(2)	Transportation	2. For children of lawful school age and older, fewer than fifteen (15) children <u>may</u> be transported with only the driver of the vehicle, provided the driver meets child care worker qualifications.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.05(1)(d)(3)	Transportation	3. If fifteen (15) or more children of lawful school age are transported, at least one staff person in addition to the driver <u>shall</u> be required.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.05(1)(d)(4)	Transportation	4. If thirty (30) or more children of lawful school age are transported, at least two (2) staff persons in addition to the driver <u>shall</u> be required.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.05(1)(d)(5)	Transportation	5. No child <u>shall</u> be left in a vehicle without adult supervision at any time.	42 U.S.C.S. §§9857 et seq Ala. Code §13A-11-290	0
660-5-19-.05(1)(d)(6)	Transportation	6. The driver shall check each seat of the vehicle at each location to verify that no child is left on the vehicle.	42 U.S.C.S. §§9857 et seq Ala. Code §13A-11-290	0
660-5-19-.05(1)(e)(1)	Transportation	1. A safety check <u>shall</u> be done annually and signed and dated by a mechanic, on all vehicles regularly used by the facility to transport children.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.05(1)(e)(2)	Transportation	2. A copy of the safety check <u>shall</u> be on file in the facility.	42 U.S.C.S. §§9857 et seq	0

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660-5-19-.05(1)(e)(2)	Transportation	2. The safety check <u>shall</u> show that the following items are operating in a safe condition: brakes; tires; lights (head, signal, brake, tail); windshield wipers; steering; and exhaust system; ventilation and heating system.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.05(1)(e)(3)	Transportation	3. All vehicles used to transport children shall be operated and maintained in full compliance with all applicable state and federal laws, rules, and regulations.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.05(2)(a)	Transportation	(a) Each child being transported by parent(s)/ guardian(s) or other designated person(s) <u>shall</u> be accompanied into and out of the facility by the parent, guardian, or other person.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.05(2)(b)	Transportation	(b) The facility <u>shall</u> require the parent(s)/ guardian(s) or other person(s) designated by the parent(s)/ guardian(s) to sign (signature required, initials not acceptable) each child in/ out at each arrival/ departure to the facility, indicating the time of arrival/ departure.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.05(2)(c)	Transportation	(c) If any child walks to the facility from school or another designated location, or is transported to/ from the facility by school bus, facility staff <u>shall</u> sign (signature required, initials not acceptable) each child in upon arrival, indicating time of arrival.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.05(2)(d)	Transportation	(d) The facility <u>shall</u> require written authorization from a child's parent(s)/ guardian(s) to release a child to any person other than the parent(s)/ guardian(s) or persons designated on the child's preadmission form.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.05(2)(e)	Transportation	(e) The facility <u>shall</u> require unfamiliar authorized persons to show photographic identification when releasing a child.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.06(1)(a)	Staff	(a) Within ninety (90) days after employment, child care workers/ teachers <u>shall</u> have one (1) hour preservice/ ongoing training from an outside source in each of the following twelve (12) required areas.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.06(1)(a)(12)	Staff	12. One additional hour is required in Child Development	42 U.S.C.S. §§9857 et seq	0

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660-5-19-.06(1)(b)	Staff	(b) The driver of a facility vehicle transporting children <u>shall</u> be at least 19 years of age and have a valid driver's license.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.06(1)(c)	Staff	(c) A substitute staff person <u>shall</u> meet all qualifications of staff for whom he/she is substituting.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.06(2)(a)	Staff	(a) Records on all staff, including substitutes and volunteers, <u>shall</u> be kept confidential, and <u>shall</u> be on file in the facility at the time of employment.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.06(2)(a)	Staff	(a) Records <u>shall</u> include but need not be limited to:	42 U.S.C.S. §§9857 et seq	0
660-5-19-.06(2)(a)(1)	Staff	1. Information regarding character and suitability <u>shall</u> be obtained on all staff, including substitutes and volunteers, include	42 U.S.C.S. §§9857 et seq	0
660-5-19-.06(2)(a)(1)(ii)	Staff	(ii) Child Care workers/teachers <u>must</u> request a supplemental clearance of inter-state child abuse and neglect registry if the individual has lived in another state within the past five (5) years;	42 U.S.C.S. §§9857 et seq	0
660-5-19-.06(2)(a)(1)(iv)	Staff	(iv) The criminal history background check <u>must</u> include the following suitability components.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.06(2)(a)(1)(v)	Staff	(v) Pending completion of all <u>required</u> background check components applicant/board members, center directors, and staff cannot be counted in the child/staff ratio.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.06(2)(a)(2)	Staff	2. Thereafter, child care workers/teachers <u>shall</u> have at least one (1) hour of annual training from an outside source in each of the following twelve (12) <u>required</u> areas:	42 U.S.C.S. §§9857 et seq	0
660-5-19-.06(2)(a)(3)	Staff	3. <u>Required</u> medical examination report, including TB test or chest x-ray date and results.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.06(2)(a)(4)	Staff	4. In addition to (1) through (3) above, the following specialized records <u>shall</u> be maintained if applicable to the staff person's specific responsibilities:	42 U.S.C.S. §§9857 et seq	0
660-5-19-.06(2)(a)(4)(ii)	Staff	(ii) Valid commercial driver's license (CDL), if <u>required</u> for vehicles used to transport children	42 U.S.C.S. §§9857 et seq	0

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660-5-19-.06(3)(a)	Staff	(a) Initially, each staff person <u>shall</u> provide a statement from a licensed practicing medical doctor, physician's assistant or a certified nurse practitioner.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.06(3)(a)	Staff	(a) The initial statement <u>shall</u> be dated within six (6) months prior to employment and <u>shall</u> document the date and results of a tuberculin skin test or chest x-ray (also dated within six (6) months).	42 U.S.C.S. §§9857 et seq	0
660-5-19-.06(3)(a)	Staff	(a) The statement <u>shall</u> attest to the physical suitability of the staff person to care for children or to perform services in a facility, and the person's freedom from infectious or contagious diseases.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.06(3)(a)	Staff	(a) The statement <u>shall</u> be signed by the licensed practicing medical doctor, physician's assistant, or certified nurse practitioner, and <u>shall</u> be on file in the facility at the time of employment.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.06(3)(b)	Staff	(b) At least every four (4) years after the date of the initial statement, each staff person <u>shall</u> obtain a statement, on the <u>required</u> form, from a licensed practicing medical doctor, physician's assistant, or certified nurse practitioner, which attests to the staff person's freedom from infectious or contagious diseases and physical fitness to care for children or perform services in a facility.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.06(3)(b)	Staff	(b) The statement <u>shall</u> be on file in the facility.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.06(3)(c)	Staff	(c) Staff persons with symptoms of a contagious disease/condition <u>shall</u> not be present in the facility.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.06(3)(d)	Staff	(d) A staff person who, upon observation or examination or as a result of tests, shows indication of a physical, emotional, or mental condition which could be detrimental to the children or staff, or which would prevent satisfactory performance of duties, <u>shall not</u> continue work at the facility until the staff person provides a written statement from a licensed practicing medical doctor indicating that the staff person is able to return to work.	42 U.S.C.S. §§9857 et seq	0

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660-5-19-.06(3)(e)	Staff	(e) An additional medical or psychological evaluation or drug screening <u>shall</u> be required at the discretion of the Department's representative, based on information that raises reasonable suspicion.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.06(3)(e)	Staff	(e) A release to allow the Department representative to confer directly with the doctor or the professional performing the evaluation <u>shall</u> be provided on request	42 U.S.C.S. §§9857 et seq	0
660-5-19-.07(1)(a)	Administration	(a) The following <u>shall</u> be reported in writing to the Department prior to occurrence:	42 U.S.C.S. §§9857 et seq	0
660-5-19-.07(1)(b)	Administration	(b) The following <u>shall</u> be reported to the Department within 24 hours after occurrence, with written explanation to follow within five (5) days:	42 U.S.C.S. §§9857 et seq	0
660-5-19-.07(1)(b)(1)	Administration	1. Any injury <u>requiring</u> professional medical treatment of any child or staff person while at the facility or during away from the facility activities.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.07(1)(b)(2)	Administration	2. Any illness occurring at the facility or during away from the facility activities which <u>requires</u> emergency medical treatment.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.07(1)(c)(1)	Administration	1. Each <u>staff</u> person is required by law to report known or suspected child abuse or neglect to the County Department of Human Resources or the local chief of police, or county sheriff.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.07(1)(c)(1)	Administration	1. The report <u>shall</u> be made immediately by telephone or direct oral communication, followed by a written report, containing all known information (see page 43 for Title 26, Chapter 14, Reporting of Child Abuse or Neglect).	42 U.S.C.S. §§9857 et seq	0
660-5-19-.07(1)(c)(4)	Administration	4. All staff persons, employees, and volunteers <u>shall</u> cooperate with Department personnel on any child abuse or neglect investigation, including providing information to the Department's representatives and allowing access to children and records.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.07(3)(a)(1)	Administration	1. Children's records and information about children and their families <u>shall</u> be kept confidential.	42 U.S.C.S. §§9857 et seq	0

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660-5-19-.07(3)(a)(2)	Administration	2. Confidential information about children and their families <u>shall not</u> be used or disclosed for any purpose not directly related to the well-being of the child.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.07(3)(a)(3)	Administration	3. Any discussion about children and their families <u>shall</u> be treated as confidential.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.07(3)(a)(4)	Administration	4. Confidential information including children's records <u>shall</u> be accessible only to authorized persons.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.07(3)(a)(5)	Administration	5. The Department <u>shall</u> have the right to inspect facility records, including children's records.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.07(3)(b)	Administration	(b) Individual records on each child <u>shall</u> be on file in the facility on the child's first day of attendance.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.07(3)(b)	Administration	(b) Records <u>shall</u> be maintained in the facility.	42 U.S.C.S. §§9857 et seq	0
660-5-19-.07(3)(b)	Administration	(b) Records <u>shall</u> include but need not be limited to:	42 U.S.C.S. §§9857 et seq	0
660-5-19-.07(3)(b)(3)(a)	Administration	a) On the child's first day of attendance, each child not lawful school age and each child of lawful school age who is not enrolled in public or private school kindergarten <u>shall</u> have a valid State of Alabama Certificate of Immunization on file in the facility, unless one of the following is on file in the facility:	42 U.S.C.S. §§9857 et seq, §§16-30-1 through 16-30-5	0
660-5-19-.07(3)(b)(3)(b)	Administration	(b) Each child's Certificate of Immunization <u>shall</u> be updated according to the expiration date indicated on the certificate.	42 U.S.C.S. §§9857 et seq, §§16-30-1 through 16-30-5	0
660-5-19-.07(3)(b)(5)	Administration	(5) Facility Records. The following records <u>shall</u> be kept on file for the current year plus two additional years	42 U.S.C.S. §§9857 et seq	0

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660-5-20-.02(2)	Penalties	(2) If an inspection, evaluation or investigation indicates non-compliance with these Health and Safety Guidelines (deficiency), a deficiency report <u>shall</u> be prepared by the Department.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.02(3)	Penalties	(3) In any visit to the facility in which deficiencies are observed or noted, the Department's representative <u>shall</u> complete a deficiency report, and discuss the deficiencies observed or noted with the facility representative.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.02(3)	Penalties	(3) A copy of the completed deficiency report <u>shall</u> be provided to the facility representative.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.02(4)	Penalties	(4) The facility <u>shall</u> be ineligible to participate in the Child Care Subsidy Program if any violation of any of these Guidelines (deficiency) is not corrected within ninety (90) days of the discovery of the deficiency.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.02(5)(c)	Penalties	(c) The facility fails to obtain the <u>required</u> fire inspection, health inspection, zoning approval, and criminal history checks.	42 U.S.C.S. §§9857 et seq., Ala. Code § 38-7-1 through 38-7-21	0
660-5-20-.03(1)	Facilities	(1) The facility <u>shall</u> submit a written fire department inspection report, with no violations cited, to the Department of Human Resources.	42 U.S.C.S. §§9857 et seq., Ala. Code § 38-7-1 through 38-7-21, §§36-19-1 through 36-19-32	0
660-5-20-.03(1)	Facilities	(1) Subsequent inspections may be requested by the Department of Human Resources and <u>must</u> be updated a minimum of every five (5) years.	42 U.S.C.S. §§9857 et seq., Ala. Code § 38-7-1 through 38-	0

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			7-21, §§36-19-1 through 36-19-32	
660-5-20-.03(1)	Facilities	(1) Copies of such inspection reports <u>shall</u> be submitted to the Department. Copies shall also be posted in the facility.	42 U.S.C.S. §§9857 et seq, Ala. Code § 38-7-1 through 38-7-21, §§36-19-1 through 36-19-32	0
660-5-20-.03(1)	Facilities	(1) Copies <u>shall</u> also be posted in the facility.	42 U.S.C.S. §§9857 et seq, Ala. Code § 38-7-1 through 38-7-21, §§36-19-1 through 36-19-32	0
660-5-20-.03(2)	Facilities	(2) The facility <u>shall</u> submit a written health department inspection report to the Department of Human Resources.	42 U.S.C.S. §§9857 et seq, Ala. Code § 38-7-1 through 38-7-21	0
660-5-20-.03(2)	Facilities	(2) If food is prepared at the facility, a copy of a current health department food permit <u>shall</u> also be submitted.	42 U.S.C.S. §§9857 et seq, Ala. Code § 38-7-1 through 38-7-21	0
660-5-20-.03(2)	Facilities	(2) If food is not prepared at the facility, but is served by the facility, the facility <u>shall</u> obtain written approval of the food service plan from the health department, if available, and submit a copy of this approval to the Department of Human Resources.	42 U.S.C.S. §§9857 et seq, Ala. Code § 38-7-1 through 38-7-21	0

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660-5-20-.03(2)	Facilities	(2) Copies of such inspection reports <u>shall</u> be submitted to the Department. Copies shall also be posted in the facility.	42 U.S.C.S. §§9857 et seq, Ala. Code § 38-7-1 through 38-7-21	0
660-5-20-.03(2)	Facilities	(2) Copies shall also be posted in the facility.	42 U.S.C.S. §§9857 et seq, Ala. Code § 38-7-1 through 38-7-21	0
660-5-20-.03(3)	Facilities	(3) The facility shall submit a written statement of compliance with applicable zoning requirements to the Department.	42 U.S.C.S. §§9857 et seq, Ala. Code § 38-7-1 through 38-7-21	0
660-5-20-.03(3)	Facilities	(3) If no zoning laws or ordinances are applicable, the facility <u>shall</u> submit a written statement verifying he/she has checked with the local governing authority and there are no applicable zoning laws or ordinances.	42 U.S.C.S. §§9857 et seq, Ala. Code § 38-7-1 through 38-7-21	0
660-5-20-.03(4)(a)	Facilities	(a). Areas to which the children in care are assigned <u>shall</u> be used exclusively by the children during operating hours.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(4)(a)	Facilities	(a) When lunchroom facilities are shared with other groups, children receiving facility care <u>shall</u> be seated together, apart from other groups	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(4)(b)	Facilities	(b) There <u>shall</u> be at least 32 square feet of indoor activity space for each child.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0

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660-5-20-.03(4)(b)	Facilities	(b) Bathrooms, kitchens, isolation room, office, halls used as passageways, and storage areas <u>shall</u> not be considered when computing activity space.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(4)(c)	Facilities	(c) Designated areas of indoor activity space <u>shall</u> be provided for each grouping of children.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(4)(d)(1)	Facilities	1. Bathrooms <u>shall</u> be located on the same floor level and under the same roof as activity areas.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(4)(d)(2)	Facilities	2. The toilets and handwashing sinks used by the children <u>shall</u> be child size in height, or <u>shall</u> be adjusted for easy use with sturdy platforms, seat adapters, or both, as needed.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(4)(e)	Facilities	(e) One handwashing sink with warm running water, soap, and disposable paper towels, <u>shall</u> be located in each room where children are diapered.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(4)(f)	Facilities	(f) Space shall be provided for a child who becomes ill or is injured at the facility.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(4)(f)	Facilities	(f) Items used by an ill child shall be disinfected before being used by another child	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(4)(g)(1)	Facilities	1. Each child <u>shall</u> have individual, labeled storage space.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(4)(g)(1)	Facilities	1. For children age 2½ years and older, the space <u>shall</u> be at child level.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0

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660-5-20-.03(4)(g)(2)	Facilities	2. Shelving, accessible to the children, shall be provided for the play equipment and supplies, in areas used by children.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(4)(g)(3)	Facilities	3. Storage space <u>shall</u> be provided for storage of teacher's supplies and reserve equipment.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(4)(g)(4)	Facilities	4. Shelving that can be tipped over by an adult <u>shall</u> be securely anchored, so that it does not pose a risk to children.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(4)(h)	Facilities	(h) Office space <u>shall</u> be provided for storage of records and to afford privacy for conferences.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(4)(i)(1)	Facilities	1. Heating and air conditioning <u>shall</u> be provided as appropriate to the season. 2.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(4)(i)(2)	Facilities	2. The temperature <u>shall</u> be maintained between 68 and 82 degrees Fahrenheit.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(4)(i)(3)	Facilities	3. There <u>shall</u> be a thermometer in each area used by the children to monitor the temperature of the area.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(4)(i)(3)	Facilities	3. Thermometers <u>shall</u> be safe for children (no glass, mercury, or other hazardous material).	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(4)(i)(4)	Facilities	4. Outside windows that are opened <u>shall</u> be securely screened.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0

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660-5-20-.03(4)(i)(5)	Facilities	5. Outside doors <u>shall</u> be kept closed	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(4)(i)(6)	Facilities	6. Lighting <u>shall</u> be maintained at a level that will enable the children to participate in facility activities.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(4)(i)(7)	Facilities	7. During napping/resting, lighting <u>shall</u> be maintained at a level that will enable children to be visible.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(4)(j)	Facilities	(j) There <u>shall</u> be an operational telephone in the facility for facility business only.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(4)(j)	Facilities	(j) The Department <u>shall</u> be notified if the facility's telephone is out of service.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(4)(j)	Facilities	(j) The Department <u>shall</u> be notified of any change in the facility's telephone number.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(4)(k)(1)	Facilities	1. The facility <u>shall</u> be free from apparent hazardous conditions.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(4)(k)(2)	Facilities	2. All flammable, poisonous and other hazardous substances and materials <u>shall</u> be kept under lock and key or combination lock.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(4)(k)(2)	Facilities	2. All containers <u>shall</u> be labeled with the name of the substance or material it contains	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0

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660-5-20-.03(4)(k)(3)	Facilities	3. No firearms or ammunition <u>shall</u> be kept or allowed in the facility with the exception of law enforcement officers.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(4)(k)(4)	Facilities	4. Stairways used by the children <u>shall</u> have hand railings within child's reach.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(4)(k)(5)	Facilities	5. Clear glass doors shall be plainly marked at child level, to avoid accidental impact.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(4)(k)(6)	Facilities	6. Medicines and drugs for children or staff <u>shall</u> be kept under lock and key or combination lock, in a separate location away from toxic chemicals and other harmful items.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(4)(k)(7)	Facilities	7. Barriers <u>shall</u> be erected around radiators, heaters, and fans that are accessible to the children.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(4)(k)(8)	Facilities	8. Exposed electrical outlets <u>shall</u> have protective covers.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(4)(k)(8)	Facilities	8. The covers <u>shall</u> be large enough to prevent being swallowed.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(4)(k)(9)	Facilities	9. Consumption or possession of alcohol or use of non-prescription narcotic or illegal substances is <u>prohibited</u> on the facility premises, as well as any vehicle used by the center.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(4)(k)(10)	Facilities	10. Smoking or tobacco usage is <u>prohibited</u> on the facility premises, as well as any vehicle used by the facility (including but not limited to cigarettes, cigars, pipes, and electronic cigarettes).	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0

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660-5-20-.03(4)(k)(11)(i)	Facilities	(i) If stored inside the facility, <u>must</u> be diagnosed of in a covered, plastic lined receptable stored in a locked area. The container must be labeled as bio contaminants.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(4)(k)(11)(i)	Facilities	(i)The container <u>must</u> be labeled as bio contaminants.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(4)(k)(11)(ii)	Facilities	(ii) If stored outside the facility, <u>must</u> be disposed in a leak proof plastic bag that can be sealed and placed in a covered receptable.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(4)(l)(1)	Facilities	(l) The facility <u>shall</u> be clean.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(4)(l)(1)	Facilities	1. Cleaning <u>shall</u> be done daily.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(4)(l)(1)	Facilities	1. Floors and bathroom fixtures <u>shall</u> be cleaned and disinfected daily or more often as needed.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(4)(l)(1)	Facilities	1. Carpets <u>shall</u> be vacuumed daily.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(4)(l)(2)	Facilities	2. Cleaning <u>shall</u> not interfere with children's activities.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(4)(l)(3)	Facilities	3. Spills of body fluids, including blood, feces, nasal and eye discharges, saliva, urine, and vomit <u>shall</u> be cleaned up immediately.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0

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660-5-20-.03(4)(l)(3)	Facilities	3. Staff <u>shall</u> wear gloves.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(4)(l)(3)	Facilities	3.. Staff <u>shall</u> be careful not to get any of the fluid in their eyes, nose, mouth or any open sores.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(4)(l)(3)	Facilities	3. Staff hands <u>must</u> be washed with soap and water after cleaning up spills.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(4)(l)(4)	Facilities	4. Staff <u>shall</u> clean and disinfect any surfaces, such as countertops and floors, on which body fluids have been spilled.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(4)(l)(4)	Facilities	4. Contaminated materials <u>shall</u> be discarded in a plastic bag that has been securely sealed and placed in the appropriate bio contaminant receptable.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(4)(l)(4)(i)	Facilities	(i) Mops used to clean up body fluids <u>shall</u> be:	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(4)(l)(5)(ii)	Facilities	(ii) If the center chooses to wash the contaminated items, the items <u>must</u> be washed separately from non-contaminated items	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(5)(a)	Facilities	(a) An off-street area for loading/unloading children <u>shall</u> be provided.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(5)(b)	Facilities	(b) Separate play areas <u>shall</u> be provided for children younger than age 2½ years.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0

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660-5-20-.03(5)(c)	Facilities	(c) Outdoor play areas <u>shall</u> adjoin, or be safely accessible to, the indoor area.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(5)(d)	Facilities	(d) Outdoor play areas on the premises <u>shall</u> be enclosed by a fence or wall at least four (4) feet in height.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(5)(d)	Facilities	(d) The fence or wall <u>shall</u> be free from sharp protruding edges.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(5)(d)	Facilities	(d) Gates <u>shall</u> be secured.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(5)(e)	Facilities	(e) Shade and sun areas <u>shall</u> be provided.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(5)(f)	Facilities	(f) The outdoor play area and equipment <u>shall</u> be free of apparent hazardous conditions	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(5)(f)(1)	Facilities	1. Concrete or asphalt <u>shall</u> not be used under outdoor playground equipment, except wheel toys.	42 U.S.C.S. §§9857 et seq	0
660-5-20-.03(5)(f)(1)	Facilities	1. The facility <u>must</u> provide documentation of the Occupational Health and Safety Administration (OSHA) approval.	42 U.S.C.S. §§9857 et seq, Ala. Code § 38-7-1 through 38-7-21	0
660-5-20-.03(5)(f)(2)	Facilities	2. The outdoor play area <u>shall</u> be well-drained.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0

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660-5-20-.03(5)(f)(3)	Facilities	3. Playground equipment which is not designed to be portable <u>shall</u> be securely anchored so that it cannot be tipped over by an adult.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(5)(g)	Facilities	(g) Stairways or steps used by the children <u>shall</u> have hand railings within child's reach.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(6)(a)	Facilities	(a) Written permission signed by each child's parent(s)/ guardian(s) <u>shall</u> be on file in the facility for each child participating in swimming or wading activities.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(6)(b)(1)	Facilities	1. A lifeguard <u>shall</u> be at poolside at all times the pool is in use.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(6)(b)(1)	Facilities	1. Each lifeguard <u>shall</u> have a current American Red Cross Lifeguard Training Certificate, a current First Aid Certificate, and current Infant-Child (Pediatric) Cardiopulmonary Resuscitation Certificate (CPR).	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(6)(b)(1)	Facilities	1. A copy of each certificate <u>shall</u> be on file in the facility.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(6)(b)(2)	Facilities	2. The lifeguard <u>shall</u> not be counted in the staff-child ratio for children in the pool.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(6)(b)(3)	Facilities	3. The staff-child ratio for children in the pool <u>shall</u> be:	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(6)(b)(4)	Facilities	4. Ratios <u>shall</u> be determined by the age of the youngest child in the pool.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0

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660-5-20-.03(6)(b)(5)	Facilities	5. Persons counted in the staff-child ratios for children in the pool shall meet child care worker qualifications, and <u>shall</u> be in the pool at all times.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(6)(b)(6)	Facilities	6. In addition to the lifeguard and persons counted in the staff-child ratios for children in the pool, staff meeting child care worker qualifications <u>shall</u> be provided to supervise any child or children in the enclosed pool area (inside the fence), but not in the water.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(6)(b)(7)	Facilities	7. If any part of a child's body is in the water, the child <u>shall</u> be considered to be in the pool and <u>shall</u> be counted in the staff-child ratios for children in the pool.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(6)(b)(8)	Facilities	8. Pools (above-ground on in ground) <u>shall</u> be enclosed with a fence or a solid wall with no doors, windows, or other openings.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(6)(b)(8)	Facilities	8. The fence or wall shall be at least four (4) feet in height and <u>shall</u> be constructed to prevent accessibility by children.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(6)(b)(8)	Facilities	8. The sides of an above-ground pool <u>shall</u> not be considered a fence or wall.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(6)(b)(8)	Facilities	8. Gates and all other access areas <u>shall</u> be locked when the pool is not in use.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(6)(c)(1)	Facilities	1. There <u>shall</u> be at least one (1) staff person with a current Infant-Child (Pediatric) Cardiopulmonary Resuscitation Certificate (CPR) and a current First Aid Certificate, present at each wading structure at all times children are in the wading area	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(6)(c)(1)	Facilities	1. A copy of the CPR and First Aid Certificates <u>shall</u> be on file in the facility. Required staff-child ratios shall be met at all times.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0

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660-5-20-.03(6)(c)(2)	Facilities	2. There <u>shall</u> be at least two (2) staff at each wading structure at all times it is in use.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(6)(c)(2)	Facilities	2. Staff supervising children <u>shall</u> be within arm's length providing "touch supervision."	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(6)(c)(3)	Facilities	3. Clean water <u>shall</u> be provided each day	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(6)(c)(4)	Facilities	4. The wading structure <u>shall</u> be emptied when not in use.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(7)(a)	Facilities	(a) The facility <u>shall</u> assume full authority and responsibility for activities away from the facility.	42 U.S.C.S. §§9857 et seq	0
660-5-20-.03(7)(b)	Facilities	(b) If the facility provides activities away from the facility, a written statement, signed by each child's parent(s)/ guardian(s), <u>shall</u> be on file in the facility prior to the child's participation in such activities.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(7)(b)	Facilities	(b) The statement <u>shall</u> indicate that the parent(s)/ guardian(s) has/have been informed that the department of human resources does not inspect activities provided away from the facility and that the facility assumes full responsibility for such activities.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(8)(a)	Facilities	(a) The furniture and equipment <u>shall</u> be appropriate for the age and size of the children.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(8)(b)(1)	Facilities	1. Equipment and furniture <u>shall</u> be in operative condition, free of sharp, loose, or rusty parts	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0

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660-5-20-.03(8)(b)(2)	Facilities	2. Equipment and furniture <u>shall</u> be easily cleaned and kept in a clean and safe condition.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(8)(b)(3)	Facilities	3. Equipment and furniture used by infants and toddlers <u>shall</u> be free of small parts that could be swallowed.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(8)(b)(4)	Facilities	4. Equipment and furniture made of easily breakable materials <u>shall</u> not be used.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(8)(c)(1)	Facilities	1. There <u>shall</u> be table space for each child who is able to sit at the table.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(8)(c)(2)	Facilities	2. There <u>shall</u> be a straight chair, with a back, without arms, for each child who is able to use a chair.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(8)(c)(2)	Facilities	2. Children's desks are <u>prohibited</u> .	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(8)(c)(3)	Facilities	3. A feeding chair or an age-appropriate table and chair <u>shall</u> be provided when children are eating.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(8)(c)(4)	Facilities	4. There <u>shall</u> be a crib, manufactured with slats no more than 2 3/8 inches apart, provided for each infant.	42 U.S.C.S. §§9857 et seq., 15 U.S.C. 2063, 45 C.F.R. §98, 16 C.F.R. 1219.1	0
660-5-20-.03(8)(c)(4)	Facilities	4. Each crib <u>shall</u> have a firm, waterproof mattress that fits snugly against all sides of the crib.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0

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660-5-20-.03(8)(c)(4)	Facilities	4. Mattresses <u>shall</u> be in good condition with no tears or exposed foam rubber or other stuffing material.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(8)(c)(4)	Facilities	4. Stacked cribs or multiple crib units are <u>prohibited</u> .	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(8)(c)(5)	Facilities	5. In accordance with the U. S. Consumer Product Safety Improvement Act of 2008, any crib provided by child care facilities and family homes <u>must</u> meet federal safety standards.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.03(8)(c)(5)	Facilities	5. To verify compliance with the federal standards, all cribs <u>must</u> have a label attached showing the date of manufacture on or after June 28, 2011.	42 U.S.C.S. §§9857 et seq., 15 U.S.C. 2063, 45 C.F.R. §98	0
660-5-20-.03(8)(c)(6)	Facilities	6. There <u>shall</u> be a washable cot for each toddler and preschool child and any school-age child who naps.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20.04(1)(a)	Child Care Program	(a) Required ratios <u>shall</u> be maintained at all times.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(1)(a)(1)	Child Care Program	Staff-child ratio <u>shall</u> be:	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(1)(a)(2)	Child Care Program	2. Children younger than age 2½ years <u>shall</u> be grouped separately from children older than 2½ years of age.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(1)(a)(3)	Child Care Program	3. When children of different ages are grouped together (multiple age grouping), staff-child ratio <u>shall</u> be according to the age of the youngest	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0

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		child in the group if more than 20% of the children are in the youngest age category		
660-5-20-.04(1)(a)(3)	Child Care Program	3. If children in the youngest age category make up 20% or less of the group, staff-child ratio <u>shall</u> be according to the next highest age category.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(1)(a)(4)	Child Care Program	4. A staff person <u>shall</u> be counted in the staff-child ratio only if he/she meets child care worker qualifications and he/she is giving full attention to the direct supervision of the children.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(1)(b)	Child Care Program	(b) Staff Coverage <u>shall</u> be determined by the following:	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(1)(b)(1)	Child Care Program	1. All children <u>shall</u> have staff supervision at all times	42 U.S.C.S. §§9857 et seq	0
660-5-20-.04(1)(b)(2)	Child Care Program	2. Each staff person giving care to infants and toddlers <u>shall</u> be assigned the responsibility of caring for the same infants/toddlers daily, except in the absence of the regularly assigned child care worker.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(1)(b)(3)	Child Care Program	3. When a regular staff person is absent, there <u>shall</u> be a substitute present in order to maintain the required staff-child ratios.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(1)(b)(4)	Child Care Program	4. The name of the staff person in charge <u>shall</u> be posted in a conspicuous place in the facility.	42 U.S.C.S. §§9857 et seq	0
660-5-20-.04(1)(b)(5)	Child Care Program	5. At least one staff person meeting child care worker qualifications <u>shall</u> be present in each room where children are napping/ resting.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(1)(b)(5)	Child Care Program	5. The staff person <u>shall</u> be able to see all the children in the room.	42 U.S.C.S. §§9857 et seq	0

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660-5-20-.04(1)(b)(6)	Child Care Program	6. Staff-child ratio during napping/resting time <u>shall</u> be as follows:	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(1)(b)(7)	Child Care Program	7. At least two staff who are at least 18 years of age, who meet child care worker qualifications and have a current Infant-Child (Pediatric) Cardiopulmonary Resuscitation Certificate (CPR) and a current First Aid Certificate, <u>shall</u> be present during all hours of operation.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(1)(b)(8)	Child Care Program	8. There <u>shall</u> be a second staff person, age 18 or older available in the facility building or on the premises, whenever seven (7) or more children are present.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(1)(b)(8)	Child Care Program	8.. Required staff-child ratios shall be met at all times. Children younger than age 2½ years <u>shall</u> be grouped separately from children older than 2½ years of age.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(1)(b)(9)	Child Care Program	9. No <u>staff</u> person shall be on duty with the children for more than eight (8) continuous hours, on a regular basis.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(1)(b)(10)	Child Care Program	10. Staff persons <u>shall</u> be free from all other duties during the hours they are working directly with the children.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(2)(a)(1)	Child Care Program	1. Infants/toddlers <u>shall</u> spend time outdoors daily, when weather permits.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(2)(a)(2)	Child Care Program	2. Infants/toddlers <u>shall</u> have daily indoor opportunities for freedom of movement outside their cribs, in an open, uncluttered space.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(2)(a)(3)	Child Care Program	3. In accordance with recommendations from the American Academy of Pediatrics, each infant younger than twelve (12) months <u>shall</u> be placed in a prone (front) position part of the time he/she is awake and observed.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0

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660-5-20-.04(2)(a)(5)	Child Care Program	5. Cries of infants/toddlers or other signs of distress <u>shall</u> be investigated immediately.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(2)(a)(6)	Child Care Program	6. Infants/toddlers <u>shall</u> be handled gently.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(2)(a)(6)	Child Care Program	6. Staff <u>shall</u> support each infant's head while lifting and holding the infant. Rough or harsh handling is prohibited, including but not limited to: shaking; lifting or jerking by one or both arms; pushing; pulling; forcing or restricting movement; lifting or moving by grasping clothing; covering an infant's/toddler's mouth, face, or head, etc	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(2)(a)(8)	Child Care Program	8. A variety of indoor and outdoor experiences <u>shall</u> be available.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(2)(a)(8)	Child Care Program	8. These experiences <u>must</u> include 60 minutes of moderate and vigorous physical activity daily for full day programs and 30 minutes for half day programs.	42 U.S.C.S. §§9857 et seq	0
660-5-20-.04(2)(a)(8)	Child Care Program	8. These activities <u>shall</u> increase the heart rate, breathing rate, and bone and muscle strengthening of a child by running, climbing, dancing, skipping, and jumping.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(2)(b)(1)	Child Care Program	1. Sufficient clean, dry diapers and clothing <u>shall</u> be provided for each infant/toddler.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(2)(b)(2)	Child Care Program	2. Wet or soiled diapers and other clothing <u>shall</u> be changed promptly.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(2)(b)(3)	Child Care Program	3. Diapers and other soiled or wet clothing <u>shall</u> be changed in each child's crib or on a changing area that is cleaned and disinfected after each use.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0

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660-5-20-.04(2)(b)(4)	Child Care Program	4. No infant/toddler <u>shall</u> be left unattended while being diapered	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98, Ala. Code §13A-11-290	0
660-5-20-.04(2)(b)(5)	Child Care Program	5. No infant/toddler <u>shall</u> be diapered on the floor.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(2)(b)(6)	Child Care Program	6. Each child's hands <u>shall</u> be washed after diapering.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(2)(b)(7)	Child Care Program	7. Staff <u>shall</u> use universal precautions when changing diapers or being exposed to blood, fecal material, or urine	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(2)(b)(8)	Child Care Program	8. Each staff person <u>shall</u> wash his/her hands with soap and warm running water before and immediately after diapering each child and after contact with bodily fluids, even if gloves are used	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(2)(b)(8)	Child Care Program	8. Individual disposable paper towels <u>shall</u> be used for hand drying.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(2)(b)(9)	Child Care Program	9. Each staff person shall use single-use disposable gloves for diapering each child. Clean gloves <u>shall</u> be used for each diaper change	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(2)(b)(9)	Child Care Program	9. Clean gloves <u>shall</u> be used for each diaper change.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(2)(b)(9)	Child Care Program	9. Used gloves <u>shall</u> be disposed of in a covered, plastic-lined container, inaccessible to children, and shall be disposed of daily.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0

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Rule Citation	Short Description	Regulatory Text	Statutory Authority	# of Discretionary Regulatory Restrictions
660-5-20-.04(2)(b)(9)	Child Care Program	9. Each staff person <u>shall</u> wash his/her hands with soap and warm running water after diapering each child	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(2)(b)(9)	Child Care Program	9. Individual disposable paper towels <u>shall</u> be used for hand drying	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(2)(b)(10)	Child Care Program	10. Wet or soiled diapers <u>shall</u> be placed in a covered, plastic-lined, container, inaccessible to children, and shall be disposed of daily.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(2)(b)(11)	Child Care Program	11. Individual, disposable wipes <u>shall</u> be used at each diaper change.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(2)(b)(11)	Child Care Program	11. Soiled wipes <u>shall</u> be placed in a covered, plastic-lined container, kept out of the reach of children, and disposed of properly.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(2)(b)(12)	Child Care Program	12. Potty chairs, if used, <u>shall</u> be emptied and rinsed and disinfected after each use	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(2)(b)(13)	Child Care Program	13. Diapering areas <u>shall</u> be separate from food service and food preparation areas.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(2)(c)(1)	Child Care Program	1. Each infant <u>shall</u> be allowed to form his/her own pattern of sleeping and waking.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(2)(c)(2)	Child Care Program	2. In accordance with recommendations from the American Academy of Pediatrics, unless the infant has a note from a physician specifying otherwise, each infant younger than twelve (12) months, <u>shall</u> be placed in a supine (on his/her back) position for sleeping to lower the risks of Sudden Infant Death Syndrome (SIDS).	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0

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660-5-20-.04(2)(c)(3)	Child Care Program	3. In accordance with recommendations from the American Academy of Pediatrics, when an infant can easily turn over from the supine (back) to the prone (front) position, he/she <u>shall</u> be put down to sleep on his/her back, but allowed to adopt whatever position he/she prefers for sleep.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(2)(c)(4)	Child Care Program	4. In accordance with recommendations from the American Academy of Pediatrics, unless a physician specifies the need for a positioning device that restricts movement within the child's bed, such devices <u>shall</u> not be used.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(2)(c)(5)	Child Care Program	5. The staff <u>shall</u> recognize differing needs of a toddler for sleep/rest and each child shall be allowed to follow his/her own sleep/rest pattern	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(2)(c)(6)	Child Care Program	6. At least one staff person <u>shall</u> be present in each room where children are napping/resting. The staff person shall be able to see all the children in the room.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(2)(c)(6)	Child Care Program	6. The staff person <u>shall</u> be able to see all the children in the room.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(2)(d)(1)	Child Care Program	1. Placement of cribs <u>shall</u> allow a minimum of two (2) feet of space between occupied cribs.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(2)(d)(2)	Child Care Program	2. Cots <u>shall</u> be positioned to allow space for staff access to the children and to allow space for safe exit in case of emergency.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(2)(d)(3)	Child Care Program	3. Cribs and cots used by infants/toddlers <u>shall</u> be cleaned and disinfected and the sheets and coverings washed before being used by another child.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(2)(d)(4)	Child Care Program	4. For infants, clean bottom sheets <u>shall</u> be provided daily, or more frequently as needed when wet or soiled.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0

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660-5-20-.04(2)(d)(4)	Child Care Program	4. Crib sheets <u>shall</u> fit the mattress snugly.		0
660-5-20-.04(2)(d)(5)	Child Care Program	5. In accordance with recommendations from the American Academy of Pediatrics, soft materials are <u>prohibited</u> in the infant's sleeping environment.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(2)(d)(5)(i)	Child Care Program	(i) Soft materials or objects, such as pillows, quilts, comforters, or sheepskins, shall not be placed under a sleeping infant.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(2)(d)(5)(ii)	Child Care Program	(ii) Soft objects, such as pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, and other gas-trapping objects shall be kept out of the infant's sleeping environment.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(2)(d)(5)(iii)	Child Care Program	(iii) No infant <u>shall</u> be put to sleep on a sofa, soft mattress, or other soft surface	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(2)(d)(6)	Child Care Program	6. For toddlers, clean bottom sheets and top coverings <u>shall</u> be provided at least once each week or more frequently as needed when wet or soiled.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(2)(e)(1)(i)	Child Care Program	(i) If formula and foods for infants are provided by the facility, this <u>shall</u> be planned with the infant's parent(s)/guardian(s) or by the child's physician with the parent(s)/guardian(s) knowledge and consent.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(2)(e)(1)(i)	Child Care Program	(ii) If the facility provides formula for infants, commercially prepared, ready-to-feed formula <u>shall</u> be provided.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(2)(e)(1)(ii)	Child Care Program	(ii) All formula, bottles, nipples, and other equipment used in bottle preparation <u>shall</u> be prepared, handled, and stored in a sanitary and sterile manner	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(2)(e)(1)(iii)	Child Care Program	(iii) Bottles and food for infants <u>shall</u> be served according to parental request.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0

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660-5-20-.04(2)(e)(1)(iv)	Child Care Program	(iv) Meals and snacks provided by the facility for infants/toddlers <u>shall</u> comply with infant and child meal and snack patterns.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(2)(e)(1)(v)	Child Care Program	(v) If formula is provided by the parent(s)/ guardian(s), it <u>shall</u> be sent ready to feed and labeled with the child's name and stored in the refrigerator..	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(2)(e)(1)(v)	Child Care Program	(v) All bottles <u>shall</u> be sent home or the contents discarded at the end of the day.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(2)(e)(1)(vi)	Child Care Program	(vi) Parents <u>must</u> provide written instructions on how to prepare, store and use the expressed human milk.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(2)(e)(1)(vii)	Child Care Program	(vii) If food for infants/toddlers is provided by the parent(s)/ guardian(s), all jars/containers <u>shall</u> be labeled with the child's name.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(2)(e)(1)(vii)	Child Care Program	(vii) No previously opened jars of baby/toddler food <u>shall</u> be accepted by the facility.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(2)(e)(1)(vii)	Child Care Program	(vii) All opened jars/containers <u>shall</u> be sent home or discarded at the end of the day.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(2)(e)(1)(vi)	Child Care Program	(vi) As a toddler's eating patterns change from those of an infant to those of a preschool child, the regulations for preschool feeding <u>shall</u> apply	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(2)(e)(1)(vii)	Child Care Program	(vii) Small hard candies and nuts <u>shall</u> not be served to children younger than four years of age.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0

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660-5-20-.04(2)(e)(1)(viii)	Child Care Program	(viii) Foods with a shape and consistency that may cause choking <u>shall</u> be prepared appropriately for the age and ability of the child.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(2)(e)(1)(viii)	Child Care Program	(viii) The following foods <u>shall</u> be served only under close supervision: peanut butter; popcorn; small pieces of raw vegetables; raisins; seeds; grapes (cut in half); foods with bones, meats (cut in pieces small enough to prevent choking); and hot dogs (cut length-wise, then chopped in small pieces, not cut in circular pieces).	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(2)(e)(2)(i)	Child Care Program	(i) The feeding schedule <u>shall</u> be in accordance with each infant's/toddler's needs rather than according to the hour.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(2)(e)(2)(ii)	Child Care Program	(ii) Each infant <u>shall</u> be held for bottle feeding.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(2)(e)(2)(ii)	Child Care Program	(ii) No bottles shall be propped.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(2)(e)(2)(iii)	Child Care Program	(iii) When an infant is able to sit in a chair or feeding table, he/she <u>shall</u> be allowed to do so.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(2)(e)(2)(iv)	Child Care Program	(iv) Each toddler <u>shall</u> be seated while eating.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(2)(e)(2)(v)	Child Care Program	(v) Disposable utensils and disposable cups <u>shall</u> be used only under close supervision.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(2)(e)(2)(vi)	Child Care Program	(vi) Each infant's/toddler's solid foods <u>shall</u> be fed/eaten from a dish.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0

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660-5-20-.04(2)(e)(2)(vii)	Child Care Program	(vii) Dishes and bottles used <u>shall</u> be unbreakable.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(2)(e)(2)(viii)	Child Care Program	(viii) Drinking water with no added sweeteners or carbonation <u>shall</u> be readily available in indoor and outdoor areas to each toddler throughout the day.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(2)(e)(2)(ix)	Child Care Program	(ix) No infant/toddler <u>shall</u> be forced to eat.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(2)(e)(2)(x)	Child Care Program	(x) Food <u>shall</u> not be used as a punishment or reward.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(2)(e)(2)(xi)	Child Care Program	(xi) Food service and food preparation areas <u>shall</u> be separate from diapering areas.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(2)(e)(3)(i)	Child Care Program	(i) Each child's hands <u>shall</u> be washed with soap and running water before and after snacks and meals, and after toileting and diapering.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(2)(e)(3)(ii)	Child Care Program	ii) Each staff person <u>shall</u> wash his/her hands with soap and running water before food preparation or service, after assisting with toileting, and after any contact with bodily fluids, including wet or soiled diapers, runny noses, spit, vomit, etc.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(2)(e)(3)(iii)	Child Care Program	(iii) Each staff person <u>shall</u> wash his/her hands with soap and warm running water before and after diapering each child, even if gloves are used.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(2)(e)(3)(iv)	Child Care Program	(iv) Each staff person <u>shall</u> use single-use disposable gloves for diapering each child.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0

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660-5-20-.04(2)(e)(3)(iv)	Child Care Program	(iv) Clean gloves <u>shall</u> be used for each diaper change.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(2)(e)(3)(iv)	Child Care Program	(iv) Used gloves <u>shall</u> be disposed of in a covered, plastic-lined container, inaccessible to children, and shall be disposed of daily.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(2)(e)(3)(v)	Child Care Program	(v) Individual paper towels <u>shall</u> be supplied for each washing and drying.	42 U.S.C.S. §§9857 et seq	0
660-5-20-.04(3)(a)(1)	Child Care Program	1. A variety of indoor and outdoor experiences <u>shall</u> be available.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(3)(a)(1)	Child Care Program	1. These experiences <u>must</u> include 60 minutes of moderate and vigorous physical activity daily for full day programs and 30 minutes for half day programs.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(3)(a)(1)	Child Care Program	1. These activities <u>shall</u> build bone and muscle strength and increase the heart rate and breathing rate of a child by running, climbing, dancing, skipping and jumping.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(3)(a)(2)	Child Care Program	2. Preschool and school-age children <u>shall</u> spend time outdoors daily when weather permits. Preschoolers should be allowed 60-90 minutes of outdoor play.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(3)(a)(3)	Child Care Program	3. No child <u>shall</u> be required to watch television or videotapes	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(3)(a)(3)	Child Care Program	3. All videotapes <u>shall</u> be previewed by a staff person to ensure their appropriateness for the age of the children.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(3)(a)(3)	Child Care Program	3. Sexually explicit, violent, or frightening materials are <u>prohibited</u> .	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0

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660-5-20-.04(3)(a)(4)	Child Care Program	4. Screen time <u>shall</u> be used only for educational purposes or physical activity	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(3)(a)(5)	Child Care Program	5. Children <u>shall</u> be handled gently. Rough or harsh handling is prohibited, including but not limited to: shaking; lifting or jerking by one or both arms; pushing; pulling; forcing or restricting movement; lifting or moving by grasping clothing; covering a child's head or face; etc.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(3)(a)(5)	Child Care Program	5. Rough or harsh handling is <u>prohibited</u> , including but not limited to: shaking; lifting or jerking by one or both arms; pushing; pulling; forcing or restricting movement; lifting or moving by grasping clothing; covering a child's head or face; etc	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(3)(b)(1)	Child Care Program	1. The staff <u>shall</u> recognize differing needs of children for sleep/rest.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(3)(b)(2)(i)	Child Care Program	(i) Cots <u>shall</u> be cleaned and clean bottom and top sheets/covers provided before the cot is used by another child.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(3)(b)(2)(ii)	Child Care Program	(ii) Clean sheets/covers <u>shall</u> be provided at least once each week or more frequently as needed when wet or soiled.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(3)(b)(2)(iii)	Child Care Program	(iii) Cots <u>shall</u> be positioned to allow space for staff access to the children and to allow space for safe exit in case of emergency.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(3)(b)(3)	Child Care Program	3. At least one (1) staff person <u>shall</u> be present in each room where children are napping/resting. The staff person shall be able to see all the children in the room.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(3)(b)(3)	Child Care Program	3. The <u>staff</u> person shall be able to see all the children in the room.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0

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660-5-20-.04(3)(c)(1)	Child Care Program	1. Children's toileting <u>shall</u> be according to each child's needs.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(3)(c)(1)	Child Care Program	1. Each child's hands <u>shall</u> be washed with soap and running water after toileting.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(3)(c)(2)	Child Care Program	2. Staff <u>shall</u> use universal precautions when diapering/ toileting or being exposed to blood, fecal material, or urine.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(3)(d)(1)(i)	Child Care Program	(i) Children in attendance <u>shall</u> be served breakfast or a morning snack, a nutritious midday meal, and at least one afternoon snack.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(3)(d)(1)(ii)	Child Care Program	(ii) Meal and snack components and serving sizes <u>shall</u> comply with meal and snack patterns.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(3)(d)(1)(iii)	Child Care Program	(iii) Breakfast, if served, <u>shall</u> include at least the following: fruit or vegetable or full strength juice; bread or bread product; and milk	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(3)(d)(1)(iv)	Child Care Program	(iv) Snacks <u>shall</u> include at least two of the following four choices: milk or milk products; meat or meat alternate; fruit, vegetable or full strength juice; bread, cereal, crackers or other bread products.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(3)(d)(1)(v)	Child Care Program	(v) Meals <u>shall</u> include at least the following: meat or meat alternate; vegetables/fruits (2 vegetables or 1 vegetable and 1 fruit or 2 fruits); bread or bread product; and milk.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(3)(d)(1)(vi)	Child Care Program	(vi) Fluid (liquid) milk <u>shall</u> be served. No powdered milk shall be served for drinking.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0

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Rule Citation	Short Description	Regulatory Text	Statutory Authority	# of Discretionary Regulatory Restrictions
660-5-20-.04(3)(d)(1)(vi)	Child Care Program	(vi) No powdered milk <u>shall</u> be served for drinking.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(3)(d)(1)(vii)	Child Care Program	(vii) No child <u>shall</u> be deprived of a meal or snack if he/she is in attendance at the time the meal or snack is served.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(3)(d)(1)(viii)	Child Care Program	(viii) Meals and snacks for children with special dietary needs <u>shall</u> be provided in accordance with the child's needs and written instructions of the child's parent(s)/guardian(s) or a licensed physician.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(3)(d)(1)(ix)	Child Care Program	(ix) Menus for meals and snacks <u>shall</u> be planned in advance, dated and posted where they may be seen by the parent(s)/guardian(s).	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(3)(d)(1)(ix)	Child Care Program	(ix) Menus <u>shall</u> include a variety of foods.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(3)(d)(1)(ix)	Child Care Program	(ix) Food substitutions <u>shall</u> be noted on the menu.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(3)(d)(1)(x)	Child Care Program	(x) Meals and snacks <u>shall</u> be provided by the facility.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(3)(d)(1)(x)	Child Care Program	(x) When a parent(s)/guardian(s) chooses to provide food for their child, a written signed statement indicating this <u>shall</u> be on file in the facility.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(3)(d)(1)(xi)	Child Care Program	(xi) Vending machines <u>shall</u> be prohibited in areas used by the children.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0

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Rule Citation	Short Description	Regulatory Text	Statutory Authority	# of Discretionary Regulatory Restrictions
660-5-20-.04(3)(d)(1)(xii)	Child Care Program	(xii) Small hard candies and nuts <u>shall</u> not be served to children younger than four years of age.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(3)(d)(1)(xiii)	Child Care Program	(xiii) Foods with a shape and consistency that may cause choking <u>shall</u> be prepared appropriately for the age and ability of each child.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(3)(d)(1)(xiii)	Child Care Program	(xiii) The following foods <u>shall</u> be served only under close supervision: peanut butter; popcorn; small pieces of raw vegetables; raisins; seeds; grapes (cut in half); foods with bones, meats (cut in pieces small enough to prevent choking); and hot dogs (cut length-wise, then chopped in small pieces, not cut in circular pieces).	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(3)(d)(2)(i)	Child Care Program	(i) Portions of food served <u>shall</u> be suited to the child's age and appetite.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(3)(d)(2)(i)	Child Care Program	(i) Second portions <u>shall</u> be available	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(3)(d)(2)(ii)	Child Care Program	(ii) Unbreakable or single-use disposable dinnerware <u>shall</u> be used.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(3)(d)(2)(iii)	Child Care Program	(iii) Single-use cups or glasses or drinking fountains <u>shall</u> be supplied for water service during the day.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(3)(d)(2)(iii)	Child Care Program	(iii) A common drinking container <u>shall</u> not be used.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(3)(d)(2)(iv)	Child Care Program	(iv) Drinking water with no added sweeteners or carbonation <u>shall</u> be readily available in indoor and outdoor areas to each child throughout the day.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0

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Rule Citation	Short Description	Regulatory Text	Statutory Authority	# of Discretionary Regulatory Restrictions
660-5-20-.04(3)(d)(2)(v)	Child Care Program	(v) Food <u>shall</u> be served on individual dishes or napkins and shall not be placed directly on tables.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(3)(d)(2)(vi)	Child Care Program	(vi) Children <u>shall</u> be seated while eating.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(3)(d)(2)(vii)	Child Care Program	(vii) No child <u>shall</u> be forced to eat.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(3)(d)(2)(viii)	Child Care Program	(viii) Children <u>shall</u> not be allowed in the kitchen	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(3)(d)(3)(i)	Child Care Program	(i) Each child's hands <u>shall</u> be washed with soap and running water before and after meals and snacks, and after toileting and diapering.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(3)(d)(3)(ii)	Child Care Program	(ii) Each staff person <u>shall</u> wash his/her hands with soap and running water before food preparation or service, after assisting with toileting, and after any contact with bodily fluids, including wet or soiled diapers, runny noses, spit, vomit, etc.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(3)(d)(3)(iii)	Child Care Program	(iii) Each staff person <u>shall</u> wash his/her hands with soap and warm running water before and after diapering each child, even if gloves are used.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(3)(d)(3)(iv)	Child Care Program	(iv) Each staff person <u>shall</u> use single-use disposable gloves for diapering each child. Clean gloves shall be used for each diaper change. Used gloves shall be disposed of in a covered, plastic-lined container, inaccessible to children, and shall be disposed of daily.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0

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Rule Citation	Short Description	Regulatory Text	Statutory Authority	# of Discretionary Regulatory Restrictions
660-5-20-.04(3)(d)(3)(iv)	Child Care Program	(iv) Clean gloves shall be used for each diaper change	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(3)(d)(3)(iv)	Child Care Program	(iv) Used gloves shall be disposed of in a covered, plastic-lined container, inaccessible to children, and shall be disposed of daily.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(3)(d)(3)(iv)	Child Care Program	(v) Individual paper towels shall be supplied for each washing and drying.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(3)(d)(4)	Child Care Program	4. When food service is catered, the plan <u>shall</u> be approved in writing by the county health department, if such approval is available.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98, Ala. Code § 38-7-1 through 38-7-21	0
660-5-20-.04(3)(d)(4)	Child Care Program	4. Meals and snacks that are catered <u>shall</u> meet the meal and snack patterns provided.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(4)(a)	Child Care Program	(a) Discipline <u>shall</u> be appropriate to the age and developmental level of each child.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(4)(b)	Child Care Program	(b) Disciplinary practices, including but not limited to the following, are <u>prohibited</u> :	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(4)(b)(1)	Child Care Program	1. The use of corporal or physical punishment is <u>prohibited</u> , including but not limited to: spanking; shaking; slapping; kicking; pushing; biting; pinching; hitting; thumping; hair pulling; ear pulling; exclusive physical exercise, excessive rest, or strenuous bizarre posture;	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0

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660-5-20-.04(4)(b)(2)	Child Care Program	2. The use of verbal abuse is <u>prohibited</u> , including but not limited to: yelling; shouting; name calling; shaming; making derogatory remarks about a child or a child's family; using language that threatens, humiliates, or frightens a child;	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(4)(b)(3)	Child Care Program	3. The use of discipline associated with food, naps, or bathroom procedures is <u>prohibited</u> , including but not limited to: withholding food as punishment; use of food such as hot sauce, lemon juice, vinegar, etc., or soap, as punishment; punishment for lapses in toilet training; punishment for not sleeping during nap/rest time;	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(4)(b)(4)	Child Care Program	4. The use of physical restraint as punishment is <u>prohibited</u> ;	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(4)(b)(5)	Child Care Program	5. Punishment administered by another child is <u>prohibited</u> .	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(4)(b)(6)	Child Care Program	6. Rough or harsh handling of children, whether associated with discipline or not, is <u>prohibited</u> , including but not limited to: shaking; lifting or jerking by one or both arms; pushing; pulling; forcing or restricting movement; lifting or moving by grasping clothing; covering a child's head; etc.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(4)(b)(7)	Child Care Program	7. physical activity/outdoor time taken away as punishment is <u>prohibited</u> .	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(5)(a)(1)	Child Care Program	1. No child who is ill <u>shall</u> be admitted to the facility.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0

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660-5-20-.04(5)(a)(2)(i)	Child Care Program	(i) Any child in attendance who becomes ill, has a contagious disease or condition, or suffers an injury that requires professional medical attention <u>shall</u> be separated promptly from the group, but <u>shall</u> have continuous supervision by a staff person.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(5)(a)(2)(i)	Child Care Program	(i) Toys, bedding, equipment, and bathroom facilities used by an ill child or adult <u>shall</u> be cleaned and disinfected prior to use by another person.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(5)(a)(2)(ii)	Child Care Program	(ii) The ill or injured child's parent(s)/ guardian(s) <u>shall</u> be notified immediately and <u>required</u> to come for, or arrange for another designated person to come for the child	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(5)(a)(2)(iii)	Child Care Program	(iii) If the parent(s)/ guardian(s) or person designated by the parent(s)/ guardian(s) cannot be reached or if the injury or illness is severe, the facility <u>shall</u> obtain emergency medical treatment.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(5)(a)(3)(i)	Child Care Program	(i) When a contagious disease/condition (a disease/condition which can be transmitted or spread from person to person) has been introduced into the facility, parent(s)/ guardian(s) of each exposed child <u>shall</u> be notified.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(5)(a)(3)(ii)	Child Care Program	(ii) The facility <u>shall</u> urge parent(s)/ guardian(s) to notify the facility when their child is known to have been exposed to a contagious disease/condition outside the facility.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(5)(a)(3)(ii)	Child Care Program	(iii) The facility <u>shall</u> report any known or suspected case of contagious disease/condition to the county or state health department.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(5)(a)(5)	Child Care Program	5. At least two staff persons with a current Infant-Child (Pediatric) Cardiopulmonary Resuscitation Certificate (CPR) and a current First Aid Certificate <u>shall</u> be in the facility	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0

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		during hours of operation. A copy of the Certificates shall be on file in the facility.		
660-5-20-.04(5)(a)(5)	Child Care Program	5. A copy of the Certificates <u>shall</u> be on file in the facility.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(5)(a)(6)	Child Care Program	6. Authority and procedure for administering medication or medical procedures <u>shall</u> be clearly defined.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(5)(a)(6)(i)	Child Care Program	(i) No medication or medical procedures (prescription or over-the-counter) <u>shall</u> be administered without being ordered by the child's health professional and without a written, signed authorization, from the child's parent(s)/ guardian(s).	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(5)(a)(6)(i)	Child Care Program	(i) Blanket authorization forms are <u>prohibited</u> . The authorization form shall include time(s) and date(s) to be administered, dosage, storage instructions, (refrigerated and unrefrigerated) and specific Human Resources Chapter 660-5-20 Supp. 9/30/21 5-20-27 directions for administering the medication/medical procedures, such as "give-by-mouth", apply to skin, inhale, drop in eyes, etc. An authorization form shall be valid for no more than seven (7) days unless accompanied by a written physician's statement.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(5)(a)(6)(i)	Child Care Program	An authorization form <u>shall</u> be valid for no more than seven (7) days unless accompanied by a written physician's statement.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(5)(a)(6)(ii)	Child Care Program	(ii) Any prescription drug or over the counter drug sent to the facility <u>shall</u> be in its original container.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0

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660-5-20-.04(5)(a)(6)(ii)	Child Care Program	(ii) Over the counter drugs <u>shall</u> be clearly labeled with the child's name and directions for administering the drug. Medication should not be used beyond the date of expiration. A measuring device (if the medication requires measuring) shall be provided for each child's medication.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(5)(a)(6)(ii)	Child Care Program	(ii). A measuring device (if the medication requires measuring) <u>shall</u> be provided for each child's medication.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(5)(a)(6)(iii)	Child Care Program	(iii) Medication or medical procedures <u>shall</u> be administered to the child by the designated staff.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(5)(a)(6)(iv)	Child Care Program	(iv) Locked storage (lock and key or combination lock), inaccessible to children, <u>shall</u> be provided for all medication or drugs (children's or staff's).	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(5)(a)(6)(v)	Child Care Program	(v) Medicines/drugs <u>shall</u> be returned to the parent(s)/ guardian(s) or disposed of properly when no longer needed.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(5)(a)(6)(vi)	Child Care Program	(vi) Time and date of all medication dosages or medical procedures administered at facility <u>shall</u> be documented, in writing, signed by the staff person administering the medication or medical procedure (initials not acceptable), and kept in the child's file. Copies shall be made available to the child's parent(s)/ guardian(s) on request.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(5)(a)(6)(vi)		(vi) Copies <u>shall</u> be made available to the child's parent(s)/ guardian(s) on request.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(5)(b)(1)(i)	Child Care Program	(i) Each child's hands <u>shall</u> be washed with soap and running water before and after snacks and meals, and after toileting and diapering.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0

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660-5-20-.04(5)(b)(1)(ii)	Child Care Program	(ii) Each staff person <u>shall</u> wash his/her hands with soap and running water before food preparation or service, after assisting with toileting, and after any contact with bodily fluids, including wet or soiled diapers, runny noses, spit, vomit, etc.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(5)(b)(1)(iii)	Child Care Program	(iii) Each staff person <u>shall</u> wash his/her hands with soap and warm running water before and after diapering.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(5)(b)(1)(iv)	Child Care Program	(iv) Each staff person <u>shall</u> use single-use disposable gloves for diapering.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(5)(b)(1)(iv)	Child Care Program	(iv) Clean gloves <u>shall</u> be used for each diaper change.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(5)(b)(1)(iv)	Child Care Program	(iv) Used gloves <u>shall</u> be disposed of in a covered, plastic-lined container, inaccessible to children, and shall be disposed of daily.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(5)(b)(1)(v)	Child Care Program	(v) Individual paper towels <u>shall</u> be supplied for each washing and drying.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(5)(b)(2)(i)	Child Care Program	(i) Each child's toilet articles, (such as combs, toothbrushes, etc.) <u>shall</u> be labeled with the child's name, stored separately, and maintained in a sanitary condition.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(5)(b)(2)(ii)	Child Care Program	(ii) Paper towels, disposable wipes, and facial tissues <u>shall</u> be disposed of immediately following each use.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(5)(b)(2)(iii)	Child Care Program	(iii) Toilet paper <u>shall</u> be provided for use by children and staff.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0

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660-5-20-.04(5)(b)(3)	Child Care Program	3. Extra children's clothing <u>shall</u> be available in the facility.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(6)(a)	Child Care Program	(a) The plan <u>shall</u> include procedures that will be used to prepare for and respond to the following types of emergency or disaster situations:	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(6)(b)	Child Care Program	(b) The disaster plan <u>shall</u> include details for:	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(6)(b)(4)	Child Care Program	4. The location of supplies and procedures for gathering necessary supplies for staff and children if <u>required</u> to shelter in place	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.04(6)(d)	Child Care Program	(d) Emergency procedures <u>shall</u> be practiced at least once each quarter so that children are familiar with the types of procedures and are able to be engaged, and not overwhelmed by the fear of an event.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.05	Transportation	THE FACILITY <u>SHALL</u> ASSUME FULL AUTHORITY AND RESPONSIBILITY FOR ACTIVITIES AWAY FROM THE FACILITY	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.05(1)(a)	Transportation	(a) IF THE FACILITY PROVIDES TRANSPORTATION OR ANY ACTIVITIES AWAY FROM THE FACILITY, A WRITTEN STATEMENT, SIGNED BY EACH CHILD'S PARENT(S)/GUARDIAN(S), <u>SHALL</u> BE ON FILE IN THE FACILITY PRIOR TO THE CHILD'S PARTICIPATION IN SUCH ACTIVITIES	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.05(1)(a)	Transportation	(a) THE STATEMENT <u>SHALL</u> INDICATE THAT THE PARENT(S)/GUARDIAN(S) HAS/HAVE BEEN INFORMED THAT THE DEPARTMENT OF HUMAN RESOURCES DOES NOT INSPECT ACTIVITIES PROVIDED AWAY FROM THE FACILITY AND THAT THE FACILITY ASSUMES FULL RESPONSIBILITY FOR SUCH ACTIVITIES.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0

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660-5-20-.05(1)(b)	Transportation	(b) The facility <u>shall</u> be responsible for each child who is using transportation contracted for, arranged by, or provided by the facility.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.05(1)(c)(1)	Transportation	1. Checklists <u>shall</u> be used to account for the loading and unloading of each child from the vehicle at every location.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.05(1)(c)(1)	Transportation	1. Checklists <u>shall</u> also be used to account for each child during activities that include walking to and from the facility.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.05(1)(c)(2)	Transportation	2. The facility <u>shall</u> designate the staff person responsible for completing the checklist.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.05(1)(c)(2)	Transportation	2. The designated staff person <u>shall</u> sign (initials are not acceptable) the checklist when it has been completed.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.05(1)(c)(3)	Transportation	3. The driver of the vehicle <u>shall</u> sign (initials are not acceptable) the completed checklist at each location, indicating he or she has checked each seat in the vehicle at each location to verify that no child is left on the vehicle.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.05(1)(c)(4)	Transportation	4. Completed checklists <u>shall</u> be kept on file in the facility for the current year plus two additional years.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.05(1)(d)	Transportation	(d) When the facility provides transportation to and from the home or another designated location, the facility <u>shall</u> be responsible for picking the child up at the designated location and delivering the child to the care of the designated person.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.05(1)(e)(1)	Transportation	1. In addition to the driver, <u>staff</u> shall be provided to meet required staff-child ratios for children younger than lawful school age..	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0

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660-5-20-.05(1)(e)(1)	Transportation	1. NOTE: The driver of the vehicle <u>shall</u> not be counted in the required staff-child ratio when children younger than lawful school age are transported.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.05(1)(e)(3)	Transportation	3. If fifteen (15) or more children of lawful school age are transported, at least one staff person in addition to the driver <u>shall</u> be required.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.05(1)(e)(4)	Transportation	4. If thirty (30) or more children of lawful school age are transported, at least two (2) staff persons in addition to the driver <u>shall</u> be required.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.05(1)(e)(5)	Transportation	5. No child shall be left in a vehicle without adult supervision at any time.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98 Ala. Code §13A-11-290	0
660-5-20-.05(1)(e)(6)	Transportation	6. A <u>staff</u> person shall accompany each child younger than 2½ years of age from the vehicle to the care of the designated person.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.05(1)(e)(7)	Transportation	7. A staff person <u>shall</u> visually supervise each child 2½ years of age and older from the vehicle to the care of a designated person.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.05(1)(e)(8)	Transportation	8. The driver <u>shall</u> check each seat of the vehicle at each location to verify that no child is left on the vehicle.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.05(1)(f)(1)	Transportation	1. Stationary seating space for each child shall be provided, and no child <u>shall</u> sit on the floor.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.05(1)(f)(1)	Transportation	1. Children <u>shall</u> remain seated while the vehicle is in motion.	42 U.S.C.S. §§9857 et seq., 45	0

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			C.F.R. §98, Ala. Code §32-5-222	
660-5-20-.05(1)(f)(2)	Transportation	2. Doors <u>shall</u> be locked at all times when the vehicle is moving.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.05(1)(f)(3)	Transportation	3. Children <u>shall</u> not be transported in the front seat of any vehicle with a passenger side air bag.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.05(1)(f)(4)	Transportation	4. The driver of the vehicle and all passengers <u>shall</u> be secured in a passenger restraint system at all times when the vehicle is moving.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.05(1)(f)(5)	Transportation	5. Each child <u>shall</u> be properly secured using an aftermarket or integrated child passenger restraint system meeting applicable state and federal motor vehicle safety standards.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98, §32-5-222	0
660-5-20-.05(1)(f)(5)	Transportation	5. Each child passenger restraint system <u>shall</u> be appropriate for the age and size of the child.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98, §32-5-222	0
660-5-20-.05(1)(f)(5)(i)	Transportation	(i) Each child younger than one (1) year of age or weighing less than twenty (20) pounds <u>shall</u> be secured in an infant only or a convertible seat used in a rear facing position which is properly anchored to the vehicle, installed and used according to the manufacturer's instructions and maintained in good condition.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98, §32-5-222	0
660-5-20-.05(1)(f)(5)(ii)	Transportation	(ii) Each child younger than five (5) years of age or weighing less than 40 pounds <u>shall</u> be properly secured in a convertible seat in the forward facing position or in a forward facing seat which is properly anchored to the vehicle, installed and used according to the manufacturer's instructions and maintained in good condition.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98, §32-5-222	0

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660-5-20-.05(1)(f)(5)(iii)	Transportation	(iii) Each child younger than six (6) years of age <u>shall</u> be properly secured in a booster seat which is properly anchored to the vehicle, installed and used according to the manufacturer's instructions and maintained in good condition.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98, §32-5-222	0
660-5-20-.05(1)(f)(5)(iv)	Transportation	(iv) Each child six (6) years of age and older, the driver, and each adult passenger <u>shall</u> be secured in an individual seat belt, which is properly anchored to the vehicle.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98, Ala. Code 32-5b-1 through 32-5b-8, §32-5-222	0
660-5-20-.05(1)(g)(1)	Transportation	1. A safety check <u>shall</u> be done annually and signed and dated by a mechanic, on all vehicles regularly used by the facility to transport children.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.05(1)(g)(2)	Transportation	2. A copy of the safety check <u>shall</u> be on file in the facility.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.05(1)(g)(2)	Transportation	2. The safety check <u>shall</u> show that the following items are operating in a safe condition: brakes; tires; lights (head, signal, brake, tail); windshield wipers; steering; and exhaust system; ventilation and heating system; and passenger restraint systems.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.05(2)(a)	Transportation	(a) Each child being transported by parent(s)/ guardian(s) or other designated person(s) <u>shall</u> be accompanied into and out of the facility by the parent, guardian, or other person.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.05(2)(b)	Transportation	(b) The facility shall require the parent(s)/ guardian(s) or other person(s) designated by the parent(s)/ guardian(s) to sign (signature required, initials not acceptable) each child in/ out at each arrival/ departure to the facility, indicating the time of arrival/ departure.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0

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660-5-20-.05(2)(c)	Transportation	(c) If any child walks to the facility from school or another designated location or is transported to/from the facility by school bus, facility staff <u>shall</u> sign (signature required, initials not acceptable) each child in upon arrival, indicating time of arrival.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.05(2)(d)	Transportation	(d) The facility <u>shall</u> require written authorization from a child's parent(s)/ guardian(s) to release a child to any person other than the parent(s)/ guardian(s) or persons designated on the child's preadmission form.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.05(2)(e)	Transportation	(e) The facility <u>shall</u> require unfamiliar authorized persons to show photographic identification when releasing a child.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.06(1)(a)	Staff	(a) Child care workers/ teachers who have primary responsibility for the care of a group of children <u>shall</u> be at least 18 years of age and <u>shall</u> have a high school diploma or general education diploma (G.E.D.).	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.06(1)(a)	Staff	(a) Within ninety (90) days after employment, child care workers/ teachers <u>shall</u> have at least one (1) hour of preservice training in each of the following twelve (12) required areas.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.06(1)(b)	Staff	(b) Service staff, such as cooks, janitors, or bus drivers, <u>shall</u> not be counted in the required staff-child ratio unless they meet child care worker qualifications, are acting as a child care worker, and are giving full attention to the children.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.06(1)(c)	Staff	(c) The driver of a facility vehicle transporting children <u>shall</u> be at least 19 years of age and have a valid driver's license.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.06(1)(d)	Staff	(d) A substitute staff person <u>shall</u> meet all qualifications of staff for whom he/she is substituting.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0

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660-5-20-.06(2)(a)	Staff	(a) Records on all staff, including substitutes and volunteers, <u>shall</u> be kept confidential, and <u>shall</u> be on file in the facility at the time of employment.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.06(2)(a)	Staff	(a). Records <u>shall</u> be filed in alphabetical order	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.06(2)(a)	Staff	(a) Records <u>shall</u> contain originals or clear copies of required information. Inactive files shall be maintained separately from active files.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.06(2)(a)	Staff	(a) Records <u>shall</u> include but need not be limited to:	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.06(2)(a)(2)	Staff	2. Information regarding character and suitability <u>shall</u> be obtained on all staff, including substitutes and volunteers, and <u>shall</u> include, but need not be limited to:	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.06(2)(a)(2)(ii)	Staff	(ii) Child care workers/teachers <u>must</u> request a supplemental clearance of inter-state child abuse and neglect registry if the individual has lived in another state within the past five years:	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.06(2)(a)(2)(iv)	Staff	(iv) The criminal history background check <u>must</u> include the following suitability components:	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.06(2)(a)(2)(iv)(V)	Staff	(v) Pending completion of all <u>required</u> background check components applicant/board members, center directors, and staff cannot be counted in the child/staff ratio.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.06(2)(a)(4)	Staff	4. Thereafter, child care workers/teachers <u>shall</u> have at least one (1) hour of annual training from an outside source in each of the following twelve (12) required areas:	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0

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660-5-20-.06(2)(a)(5)	Staff	5. <u>Required</u> medical examination report, including TB test or chest x-ray date and results.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.06(2)(a)(6)	Staff	6. In addition to (1) through (5) above, the following specialized records <u>shall</u> be maintained if applicable to the staff person's specific responsibilities:	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.06(2)(a)(6)(ii)	Staff	(ii) Valid commercial driver's license (CDL), if <u>required</u> for vehicles used to transport children.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.06(2)(a)(6)(iii)	Staff	(iii) A copy of each certificate <u>shall</u> be on file in the facility.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.06(2)(a)(6)(iv)	Staff	(iv) Written documentation of a current First Aid Certificate and a current Infant-Child (Pediatric) Cardiopulmonary Resuscitation Certificate (CPR) <u>shall</u> be on file for at least one (1) staff person present at the facility during hours of operation.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.06(2)(b)(6)	Staff	6. Updated valid commercial driver's license (CDL), if <u>required</u> for vehicles used to transport children.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.06(2)(b)(6)	Staff	6. <u>Required</u> for vehicles designed to carry 16 or more persons, including the driver.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.06(3)(a)	Staff	(a) Initially, each staff person <u>shall</u> provide a statement from a licensed practicing medical doctor, physician's assistant or a certified nurse practitioner.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.06(3)(a)	Staff	(a) The initial statement <u>shall</u> be dated within six (6) months prior to employment and <u>shall</u> document the date and results of a tuberculin skin test or chest x-ray (also dated within six (6) months).	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0

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660-5-20-.06(3)(a)	Staff	(a) The statement <u>shall</u> attest to the physical suitability of the staff person to care for children or to perform services in a facility, and the person's freedom from infectious or contagious diseases.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.06(3)(a)	Staff	(a) The statement <u>shall</u> be signed by the licensed practicing medical doctor, physician's assistant, or certified nurse practitioner, and <u>shall</u> be on file in the facility at the time of employment.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.06(3)(b)	Staff	(b) At least every four (4) years after the date of the initial statement, each staff person <u>shall</u> obtain a statement, on the required form, from a licensed practicing medical doctor, physician's assistant, or certified nurse practitioner, which attests to the staff person's freedom from infectious or contagious diseases and physical fitness to care for children or perform services in a facility.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.06(3)(b)	Staff	(b) The statement <u>shall</u> be on file in the facility.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.06(3)(c)	Staff	(c) Staff persons with symptoms of a contagious disease/condition <u>shall</u> not be present in the facility.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.06(3)(d)	Staff	(d) A staff person who, upon observation or examination or as a result of tests, shows indication of a physical, emotional, or mental condition which could be detrimental to the children or staff, or which would prevent satisfactory performance of duties, <u>shall</u> not continue work at the facility until the staff person provides a written statement from a licensed practicing medical doctor indicating that the staff person is able to return to work.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.06(3)(e)	Staff	(e) An additional medical or psychological evaluation or drug screening <u>shall</u> be required at the discretion of the Department's representative, based on information that raises reasonable suspicion.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0

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660-5-20-.06(3)(e)	Staff	(e) A release to allow the Department representative to confer directly with the doctor or the professional performing the evaluation <u>shall</u> be provided on request	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.07(1)(a)	Administration	(a) The following <u>shall</u> be reported in writing to the Department prior to occurrence:	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.07(1)(b)	Administration	(b) The following <u>shall</u> be reported to the Department within 24 hours after occurrence, with written explanation to follow within five (5) days:	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.07(1)(b)(2)	Administration	2. Any illness occurring at the facility or during away from the facility activities which <u>requires</u> emergency medical treatment.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.07(1)(c)(1)	Administration	1. Each <u>staff</u> person is required by law to report known or suspected child abuse or neglect to the County Department of Human Resources or the local chief of police, or county sheriff.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.07(1)(c)	Administration	1. The report <u>shall</u> be made immediately by telephone or direct oral communication, followed by a written report, containing all known information.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.07(1)(c)	Administration	4. All staff persons, employees, and volunteers <u>shall</u> cooperate with Department personnel on any child abuse or neglect investigation, including providing information to the Department's representatives and allowing access to children and records.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.07(2)(a)	Administration	(a) The total number of the children in the care of the facility at any given time, including children on the premises (inside and outside), children in transit, and children on field trips or other facility activities, <u>shall</u> conform to the capacity of the facility's measurements.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.07(3)(a)(1)	Administration	1. Children's records and information about children and their families <u>shall</u> be kept confidential.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0

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660-5-20-.07(3)(a)(2)	Administration	2. Confidential information about children and their families <u>shall</u> not be used or disclosed for any purpose not directly related to the well-being of the child.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.07(3)(a)(3)	Administration	3. Any discussion about children and their families <u>shall</u> be treated as confidential.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.07(3)(a)(4)	Administration	4. Confidential information including children's records <u>shall</u> be accessible only to authorized persons	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.07(3)(a)(5)	Administration	5. The Department <u>shall</u> have the right to inspect facility records, including children's records.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.07(3)(b)	Administration	(b) Individual records on each child <u>shall</u> be on file in the facility on the child's first day of attendance.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.07(3)(b)	Administration	(b) Records <u>shall</u> be maintained in the facility.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.07(3)(b)	Administration	(b) Records <u>shall</u> be filed in alphabetical order.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.07(3)(b)	Administration	(b) Records <u>shall</u> contain originals or clear copies of required information.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.07(3)(b)	Administration	(b) In-active files <u>shall</u> be maintained separately from active files.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0

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660-5-20-.07(3)(b)	Administration	(b) Records <u>shall</u> include but need not be limited to:	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.07(3)(b)(2)	Administration	2. Records of injury/illness occurring at the facility or during away from facility activities, which <u>require</u> professional medical attention, emergency medical attention, or hospitalization.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.07(3)(b)(3)(i)	Administration	(i) On the child's first day of attendance, each child from two (2) months of age to lawful school age and each child of lawful school age who is not enrolled in public or private school kindergarten <u>shall</u> have a valid State of Alabama Certificate of Immunization on file in the facility, unless one of the following is on file in the facility: A valid State of Alabama Certificate of Medical Exemption or a valid Alabama Certificate of Religious Exemption.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98, §§16-30-1 through 16-30-5	0
660-5-20-.07(3)(b)(3)(ii)	Administration	(ii) Each child's Certificate of Immunization <u>shall</u> be updated according to the expiration date indicated on the certificate.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98, §§16-30-1 through 16-30-5	0
660-5-20-.07(3)(b)(5)	Administration	5. Any other information about a child <u>shall</u> be kept in the child's record.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.07(4)	Administration	(4) Facility Records. The following records <u>shall</u> be kept on file for the current year plus two additional years.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.07(4)(a)	Administration	(a) Daily attendance records on all staff and children <u>shall</u> be maintained.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0

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660-5-20-.08	Nighttime Facilities	In addition to the <u>requirements</u> set forth for day care facilities, facilities providing nighttime care shall meet the following regulations or modifications:	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.08(1)(a)	Nighttime Facilities	(a) In facilities operating past midnight, cribs or cots, fitted with a waterproof mattress, <u>shall</u> be provided for each child.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.08(1)(a)	Nighttime Facilities	(b) In facilities operating past midnight, there <u>shall</u> be at least one (1) bathing facility for every fifteen (15) children.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.08(2)(a)(2)	Nighttime Facilities	2. <u>Required</u> staff-child ratios and grouping for day care facilities <u>shall</u> be maintained while the children are awake.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.08(2)(a)(3)	Nighttime Facilities	3. At least one staff person who is at least 19 years of age, who meets child care worker qualifications and has a current Infant-Child (Pediatric) Cardiopulmonary Resuscitation Certificate (CPR) and a current First Aid Certificate, <u>shall</u> be present in the facility during all hours of operation.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.08(2)(a)(3)	Nighttime Facilities	3. Copies of the certificates <u>shall</u> be kept on file in the facility.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.08(2)(a)(4)(i)	Nighttime Facilities	(i) All children <u>shall</u> have staff supervision at all times.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.08(2)(a)(4)(ii)	Nighttime Facilities	(ii) Each staff person giving care before bedtime and bedtime periods <u>shall</u> be assigned the responsibility of caring for the same children nightly.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.08(2)(a)(4)(iii)	Nighttime Facilities	(iii) There <u>shall</u> be at least one (1) staff person in each room of sleeping children.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0

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660-5-20-.08(2)(a)(4)(iii)	Nighttime Facilities	(iii) Staff <u>shall</u> be able to see all the children at all times.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.08(2)(a)(4)(iv)	Nighttime Facilities	(iv) All staff on duty <u>shall</u> be awake and alert to the needs of the children.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.08(2)(a)(4)(v)	Nighttime Facilities	(v) There <u>shall</u> be at least two staff persons age 19 or older available in the facility or on the premises, whenever children are present.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.08(2)(a)(4)(v)	Nighttime Facilities	(v) <u>Required</u> staff-child ratios shall be met at all times.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.08(2)(a)(4)(vi)	Nighttime Facilities	(vi) While children are sleeping, lighting <u>shall</u> be maintained at a level that will enable children to be visible.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.08(2)(b)(1)	Nighttime Facilities	1. Any child who goes directly from the facility to school <u>shall</u> be served breakfast before leaving the facility unless breakfast <u>shall</u> be eaten at school.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.08(2)(b)(2)	Nighttime Facilities	2. An evening meal <u>shall</u> be served for children in attendance.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.08(2)(c)(1)	Nighttime Facilities	1. If any child in care is bathed, clean water <u>shall</u> be provided for each child.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.08(2)(c)(1)	Nighttime Facilities	1. Each child <u>shall</u> be bathed separately.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0

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660-5-20-.08(2)(c)(1)	Nighttime Facilities	1. Each child <u>shall</u> be supervised while bathing.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.08(2)(c)(2)	Nighttime Facilities	2. An individual bar of soap, an individual towel, and individual washcloth <u>shall</u> be provided for each child who is bathed at the facility	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-20-.08(2)(c)(3)	Nighttime Facilities	3. The staff <u>shall</u> assist each child, in dressing and grooming, as needed.	42 U.S.C.S. §§9857 et seq., 45 C.F.R. §98	0
660-5-21-.02(2)	Putative Father Registration	(2) The putative father <u>shall</u> also submit an affidavit of current income and other financial information with the putative father intent to claim paternity registration form.	Ala. Code § 26-10C-1 through 26-10C-2	0
660-5-21-.02(2)	Putative Father Registration	(2) The affidavit <u>shall</u> include the following information on the putative father:	Ala. Code § 26-10C-1 through 26-10C-2 Rule 32, A.R.Jud.Admin. Form CS-41	0
660-5-21-.02(4)	Putative Father Registration	(4) A person who has previously registered, <u>shall</u> subsequently notify the Putative Father Registry of a change of address on a notarized form supplied by the Department.	Ala. Code § 26-10C-1 through 26-10C-2	0
660-5-22-.03(6)(a)	Adoption Placement	(a) Both husband and wife <u>must</u> be at least nineteen years of age.	Ala. Code §§26-1-4, 26-10A-1 through 26-10A-38, Title 38, Chapter 2	0
660-5-22-.03(6)(c)	Adoption Placement	(c) Applicants <u>must</u> have been married at least three years.	Ala. Code §§26-1-4	1

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660-5-22-.03(6)(d)	Adoption Placement	(d) Applicants and members of their household 19 years of age and older are <u>required</u> to be fingerprinted and have a criminal records check.	Ala. Code § 26-10A-5	0
660-5-22-.03(6)(d)(2)(ii)(I)(4)	Adoption Placement	(4) In case of a felony conviction, ten years <u>must</u> have elapsed since the sentence was served or probation ended, whichever is later.	Ala. Code § 26-1-4	0
660-5-22-.03(6)(d)(2)(ii)(I)(4)	Adoption Placement	(4). In the case of a misdemeanor, five years <u>must</u> have elapsed since the sentence was served or probation ended, whichever is later	Ala. Code § 26-1-4	0
660-5-22-.03(6)(d)(2)(ii)(II)	Adoption Placement	(II) In addition to the information cited above, the Committee will <u>require</u> evidence of rehabilitation supported by credible documentation.	Ala. Code § 38-13-7	0
660-5-22-.03(6)(h)	Adoption Placement	(h) The agency <u>requires</u> medical reports indicating that all family members are in good health.	Ala. Code §§26-1-4, 26-10A-1 through 26-10A-38, Ala. Code § 38-7-1 through 38-7-21	0
660-5-22-.03(6)(i)	Adoption Placement	(i) The Department <u>must</u> have assurance that the adoptive parents are willing to provide medical treatment to children as recommended by a legally licensed physician.	Ala. Code §§26-1-4, 26-10A-1 through 26-10A-38	1
660-5-22-.03(6)(l)	Adoption Placement	(l) In instances of single parent adoption, the parent <u>must</u> be a citizen of the United States.	Ala. Code §§26-1-4, 26-10A-1 through 26-10A-38	1
660-5-22-.03(7)	Adoption Placement	(7) At least one home visit during the study is <u>required</u> as well as individual interviews with the applicant(s).	Ala. Code §§26-1-4, 26-10A-1 through 26-10A-38	0
660-5-22-.03(12)(c)	Adoption Placement	(c) Upon placement of the child, the foster/adoptive parents will be <u>required</u> to sign an acknowledgment of the legal risk involved in the	Ala. Code §§26-1-4, 26-10A-1	1

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		placement and an acceptance of the child on a foster care basis pending legal proceedings to terminate parental rights.	through 26-10A-38	
660-5-22-.04(1)(a)	Adoption Legal Process	(a) A child <u>may not</u> be placed in a prospective adoptive home, either independently or by an agency, prior to completion of a pre-placement investigation of the petitioners and their home, except for good cause shown to the court on the court's record and with immediate notice by the petitioners to the court and the County Department of Human Resources.	Ala. Code §§26-1-4, 26-10A-1 through 26-10A-38	0
660-5-22-.04(1)(g)	Adoption Legal Process	(g) All current and previous marriages, divorces and deaths of the petitioners and their current or former spouses <u>must</u> be verified and current reports of medical examinations <u>must</u> be completed by the petitioners and other residents of the household (<u>must</u> have been completed within two years of date of application).	Ala. Code §§26-1-4, 26-10A-1 through 26-10A-38, 26-10A-19	1
660-5-22-.04(3)(a)	Adoption Legal Process	(a) Unless previously waived, notice of the adoption proceedings <u>must</u> be served by the petitioner on the following:	Ala. Code §§26-1-4, 26-10A-1 through 26-10A-38, 26-10A-17	0
660-5-22-.04(3)(b)	Adoption Legal Process	(b) A copy of the petition must accompany the notice to persons in numbers 2 through 10 above and all persons served <u>must</u> respond within thirty days if they intend to contest the adoption.	Ala. Code §§26-1-4, 26-10A-1 through 26-10A-38, 26-10A-17	0
660-5-22-.04(5)(h)	Adoption Legal Process	(h) The petitioners are <u>required</u> to file with the court a sworn statement of all fees and charges related to the adoption prior to finalization of the adoption.	Ala. Code §§26-1-4, 26-10A-1 through 26-10A-38, 26-10A-23	0
660-5-22-.04(6)(i)	Adoption Legal Process	(i) The person withdrawing the consent <u>must</u> deliver or have postmarked a signed and dated written withdrawal signed by two witnesses to the court within the five day period.	Ala. Code §§26-1-4, 26-10A-1 through 26-10A-38, 26-10A-14	0

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660-5-22-.04(6)(i)	Adoption Legal Process	(i) The consent or relinquishment <u>may not</u> be challenged on any grounds after one year from the date of the formal decree except in cases where the adoptee has been kidnapped.	Ala. Code §§26-1-4, 26-10A-1 through 26-10A-38, 26-10A-14	0
660-5-22-.04(11)	Adoption Legal Process	(11) After a child has been placed in an adoptive home and prior to issuance of the Final Decree, in independent and agency adoptions, the child <u>may not</u> be removed from the county of the petitioner's residence for a period longer than 15 consecutive days without prior notice to the investigating agency or individual.	Ala. Code §§26-1-4, 26-10A-1 through 26-10A-38	1
660-5-22-.04(11)	Adoption Legal Process	(11) Children placed by the Department <u>may not</u> leave the state for any period of time without prior approval from the Office of Adoption.	Ala. Code §§26-1-4, 26-10A-1 through 26-10A-38	1
660-5-22-.04(15)	Adoption Legal Process	(15) The adoptee <u>may not</u> inherit from his or her natural parents or other biological family who die intestate	Ala. Code §§26-1-4, 26-10A-1 through 26-10A-38, 26-10A-29	0
660-5-22-.04(16)	Adoption Legal Process	(16) Other persons <u>may not</u> be in the business of placing children for adoption and they will be deemed to be in the business of placing children for adoption if they place more than two unrelated children within a twelve-month period.	Ala. Code §§26-1-4, 26-10A-1 through 26-10A-38, 26-10A-33	0
660-5-22-.04(18)	Adoption Legal Process	(18) The hospital is <u>required</u> to send to the Department within 48 hours, the name and address of any person and, in the case of a person acting as an agent for an organization, the name and address of the organization, to whose physical custody the child is released from the hospital for adoption.	Ala. Code §§26-1-4, 26-10A-1 through 26-10A-38, 26-10A-15	0
660-5-22-.04(19)(c)	Adoption Legal Process	(c) The Department is <u>required</u> to collect a fee of \$300.00 for investigation services in certain adoptions.	Ala. Code §§26-1-4, 26-10A-1	1

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			through 26-10A-38	
660-5-22-.04(19)(c)(3)	Adoption Legal Process	3. The fee <u>may not</u> be waived in cases where violations of Alabama's statutes relating to adoption and placement of children for adoption have occurred, such as placement by an unauthorized party, transporting the child across state lines in violation of the Interstate Compact on Placement of Children (irrespective of later attempts to comply with the ICPC), or failure to obtain a pre-placement investigation where one is <u>required</u> .	Ala. Code §§26-1-4, 26-10A-1 through 26-10A-38	1
660-5-22-.05(1)	Bringing/ Sending Child to State for Placement or Adoption	(1) Before a child can be brought or sent into the State for purposes of the placement or adoption, the consent of the State Department is <u>required</u>	Ala. Code §§26-10B-1 through 26-10B-10	0
660-5-22-.06(2)(a)	Subsidized Adoption	(a) In order to qualify for adoption subsidy children <u>must</u> meet all four of the following criteria:	P.L. 96-272	0
660-5-22-.06(2)(a)(1)	Subsidized Adoption	1. The child <u>must</u> be legally free for adoption and the Agency/Department have determined and documented that a child cannot or should not be returned to the home of his parents.	P.L. 96-272	0
660-5-22-.06(2)(a)(2)	Subsidized Adoption	2. Children <u>must</u> be determined as having special needs.	P.L. 96-272	0
660-5-22-.06(2)(a)(2)	Subsidized Adoption	2. One or more of the following conditions <u>must</u> exist for a child to be determined as having special needs.	P.L. 96-272	0
660-5-22-.06(2)(a)(2)(i)	Subsidized Adoption	(i) Physical or mental disability <u>must</u> have been documented in the record as evidenced by a licensed medical doctor or qualified mental health professional.	P.L. 96-272	0
660-5-22-.06(2)(a)(2)(iii)	Subsidized Adoption	(iii) Money payment is deferred until the onset of symptoms, but the adoption subsidy agreement <u>must</u> be signed and in effect at the time of placement or prior to the final decree of adoption.	P.L. 96-272	0
660-5-22-.06(2)(a)(2)(vi)	Subsidized Adoption	(vi) Documentation of how the child's racial or ethnic factors <u>prohibit</u> him/her from being adopted without subsidy <u>must</u> be submitted to the Office of Permanency, Family Services Division.	P.L. 96-272	0

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660-5-22-.06(3)(a)(1)(i)	Subsidized Adoption	(i) The applicable child <u>must</u> meet the following requirements at the time of initiation of adoption proceedings.	P.L. 96-272	0
660-5-22-.06(3)(a)(1)(i)(III)	Subsidized Adoption	(III) If a child entered care through the method of a voluntary placement agreement that child <u>must</u> actually have received at least one title IV-E foster care maintenance payment to be eligible for federal IV-E adoption subsidy.	P.L. 96-272	0
660-5-22-.06(3)(a)(2)(vi)	Subsidized Adoption	(vi) Verification of the child's special needs determination and previous IV-E eligibility is <u>required</u> .	P.L. 96-272	0
660-5-22-.06(3)(a)(3)(b)	Subsidized Adoption	(b) To be eligible for State adoption subsidy, the child <u>must</u> meet the criteria for special needs and have private income less than the age appropriate foster care maintenance payment	P.L. 96-272	0
660-5-22-.06(4)(d)	Subsidized Adoption	(4) Specified procedures for reimbursement of adoptive parents for non-recurring expenses <u>require</u> adoptive parent to submit to the County Department the following:	P.L. 96-272	0
660-5-22-.06(4)(d)	Subsidized Adoption	(d) For direct payment, a representing attorney <u>must</u> submit to the State Department within 12 months of the date of the final adoption decree the following documentation:	P.L. 96-272	0
660-5-22-.06(4)(d)(2)	Subsidized Adoption	2. The adoptive parent <u>must</u> sign the original bill confirming the provision of services and indicate agreement for payment to be made directly to the attorney.	P.L. 96-272	0
660-5-22-.06(10)(a)(1)	Subsidized Adoption	1. Professional documentation from the child's doctors and/or therapists specifying the child's diagnosis, prognosis and the specialized care or services the child continues to require <u>must</u> be provided to the Department.	P.L. 96-272	0
660-5-22-.06(10)(a)(3)	Subsidized Adoption	3. Adoptive parents <u>must</u> inform the State Department if the child is still attending high school and submit documentation on the school or school system's letterhead verifying enrollment and anticipated date of graduation.	P.L. 96-272	0

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660-5-22-.06(11)(b)	Subsidized Adoption	(b) Documentation of enrollment in a viable high school program on school letterhead is required along with anticipated date of graduation.	P.L. 96-272	0
660-5-22-.06(13)	Subsidized Adoption	Such request must be received within 30 days of the date of notice regarding the decision of the Department.	P.L. 96-272	0
660-5-23-.02(4)	Services to unmarried parents and their Children	(4) Such arrangements must have the permission of the State Department of Human Resources.	42 U.S.C. 1397	0
660-5-24-.05(2)(a)	Guidelines and procedures	(a) To be considered a multiple needs child, the child must require the services of two or more of the member agencies to meet the child's needs and address the imminent risk of placement and meet one of the two following criteria:	R. C. v. Fuller, No. 88-H-1170-N, Consent Decree	1
660-5-24-.05(2)(a)(1)	Guidelines and procedures	1. The child must be at imminent risk of placement in out-of-home care (see Section II. B.);	R. C. v. Fuller, No. 88-H-1170-N, Consent Decree	1
660-5-24-.05(2)(a)(2)	Guidelines and procedures	2. The child must be at imminent risk of placement in a setting more restrictive than the child's current out-of-home placement (see Section II. C.);	R. C. v. Fuller, No. 88-H-1170-N, Consent Decree	1
660-5-24-.05(2)(b)	Guidelines and procedures	(b) The imminent risk of placement must be the result of the conditions of emotional disturbance, behavior disorder, mental retardation, mental illness, dependency, chemical dependency, educational deficit, lack of supervision, delinquency, or physical illness or disability, or any combination of these conditions.	R. C. v. Fuller, No. 88-H-1170-N, Consent Decree	1
660-5-25-.02(4)(b)	Transitional Day Care	(b) The grantee must remain employed in accordance with public assistance policy;	42 U.S.C. 1397	0
660-5-25-.02(4)(c)	Transitional Day Care	(c) The grantee must cooperate with child support activities; and	42 U.S.C. 1397	0
660-5-25-.02(4)(d)	Transitional Day Care	(d) The grantee must meet Title XX eligibility requirements and pay assessed day care fees.	42 U.S.C. 1397	0

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660-5-25-.03(1)	Purchase Of Day Care For Children - Fees	(1) The following persons are <u>required</u> to pay assessed day care fees in order to receive day care services:	45 C.F.R. Part 96	0
660-5-25-.03(4)(b)	Purchase Of Day Care For Children - Fees	(b) Any outstanding fees due <u>must</u> be paid before a child is readmitted to care.	45 C.F.R. Part 96	0
660-5-25-.05(1)	Licensing Requirement	(1) Any person, group of persons, or corporation who or which receive children or arranges for care or placement of one or more children unrelated to the operator <u>must</u> apply for a license	P.L. 100-485, Titles II and III Ala. Code §§38-7-1 through -17, 38-7-3, 38-7-4	0
660-5-25-.05(4)(a)	Governing Authority	(a) The governing authority's responsibilities <u>shall</u> include, but need not be limited to, the following:	45 C.F.R 98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(4)(b)1	Written Operating Policies	1. Policies <u>shall</u> include, but need not be limited to, the following:	45 C.F.R 98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(4)(b)2	Written Operating Policies	2. The center <u>shall</u> , in practice, offer the type of services and program which the operating policies outline.	45 C.F.R 98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(4)(b)3	Written Operating Policies	3. The parent(s) or guardian(s) <u>shall</u> be provided a copy of the center's operating policies prior to the child's admission.	45 C.F.R 98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(4)(c)1	Confidentiality	1. All staff and children's records <u>shall</u> be kept confidential.	Ala. Code §§38-7-1 through -17, 38-7-13	0
660-5-25-.05(4)(c)1	Confidentiality	The board members, staff members, and employees of the day care center or nighttime center <u>shall not</u> discuss or disclose personal information regarding children...	Ala. Code §§38-7-1 through -17, 38-7-13	0
660-5-25-.05(4)(c)2(i)	Filing	(i) The records <u>shall</u> be filed for each child and staff member in alphabetical order.	Ala. Code §§38-7-1 through -17	1

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660-5-25-.05(4)(c)2(i)	Filing	Records <u>shall</u> be maintained in the center for at least two years after the child or staff member has left the center.	Ala. Code §§38-7-1 through -17	0
660-5-25-.05(4)(c)2(i)	Filing	Inactive files <u>shall</u> be maintained separately from active files.	Ala. Code §§38-7-1 through -17	0
660-5-25-.05(4)(c)2(ii)	Filing	(ii) Individual records on each child, filed in the center, <u>shall</u> include, but need not be limited to:	Ala. Code §§38-7-1 through -17	0
660-5-25-.05(4)(c)2(ii)(I)	Filing	(I) Pre-admission enrollment information, signed and on file in the center prior to the first day of attendance. The form <u>shall</u> include at least:	Ala. Code §§38-7-1 through -17	0
660-5-25-.05(4)(c)2(ii)(II)V	Filing	If the center provides transportation, the written agreement <u>shall</u> provide that the center is not responsible unless the child is at the agreed upon location at the agreed upon time.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(4)(c)2(ii)(II)V	Filing	If the child is missing the agreement <u>shall</u> state the center personnel <u>shall</u> make reasonable effort to locate the child and <u>shall</u> notify parent(s)/guardian(s) and appropriate authorities.	45 C.F.R 98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(4)(c)3(i)	Records on the Staff	(i) The director's record <u>shall</u> include at least a medical examination report, three reference contacts and written verification of training/education.	Ala. Code §§38-7-1 through -17	0
660-5-25-.05(4)(c)3(i)	Records on the Staff	This record <u>shall</u> be maintained by the licensing agent.	Ala. Code §§38-7-1 through -17	0
660-5-25-.05(4)(c)3(ii)	Records on the Staff	(ii) All staff records <u>shall</u> be kept in the center and <u>shall</u> include at least:10	Ala. Code §§38-7-1 through -17	0
660-5-25-.05(4)(c)3(ii)(II)II	Records on the Staff	A written report <u>shall</u> be made concerning any oral reference contacts.	Ala. Code §§38-7-1 through -17	0
660-5-25-.05(4)(c)4	Attendance Records	4. Attendance Records. Daily attendance records on staff and children <u>shall</u> be maintained.	Ala. Code §§38-7-1 through -17	0
660-5-25-.05(4)(c)5	Filing	5. Center license, current licensing evaluation, fire and health department approvals <u>shall</u> be posted in a conspicuous place in the center.	Ala. Code §§38-7-1 through -17, §§36-19-1 through 36-19-32	0

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Rule Citation	Short Description	Regulatory Text	Statutory Authority	# of Discretionary Regulatory Restrictions
660-5-25-.05(4)(d)1	Reports to the Department	1. A monthly report <u>shall</u> be sent to the Department, not later than the fifth day of the month following the month for which the report is made.	Ala. Code §§38-7-1 through -17	0
660-5-25-.05(4)(d)2	Reports to the Department	2. The following <u>shall</u> be reported to the Department prior to occurrence:	Ala. Code §§38-7-1 through -17, Ala. Code § 38-7-1 through 38-7-21	0
660-5-25-.05(4)(d)3	Reports to the Department	3. The following <u>shall</u> be reported to the Department within 24 hours after occurrence, with written explanation to follow within five (5) days:	Ala. Code §§38-7-1 through -17, Ala. Code § 38-7-1 through 38-7-21	0
660-5-25-.05(4)(d)4	Reports to the Department	4. Any staff member is <u>required</u> by law to report known or suspected child abuse or neglect to the County Department of Human Resources or the local chief of police, or county sheriff.	Ala. Code §§38-7-1 through -17, 26-14-3	0
660-5-25-.05(4)(d)4	Reports to the Department	The report <u>shall</u> be made immediately by telephone or direct oral communication, followed by a written report, containing all known information.	Ala. Code §§38-7-1 through -17, 26-14-3	0
660-5-25-.05(4)(d)4	Reports to the Department	The licensee and all staff members <u>shall</u> cooperate with Department personnel on any child abuse or neglect investigation, including providing information to workers and allowing access to children and records.	Ala. Code §§38-7-1 through -17	0
660-5-25-.05(4)(e)1	Admission Procedures	1. The number and age range of the children in the center <u>shall</u> conform to that which is specified on the license.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(4)(e)2	Admission Procedures	2. If the center accepts children for irregular (drop-in) care, all of the following conditions <u>shall</u> be met:	Ala. Code §§38-7-1 through -17	4
660-5-25-.05(4)(f)1(i)	Written policy and authorization	(i) The center <u>shall</u> develop a written plan to ensure that children who are using transportation contracted for or provided by the center are accounted for in all situations.	Ala. Code §§38-7-1 through -17	1

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Rule Citation	Short Description	Regulatory Text	Statutory Authority	# of Discretionary Regulatory Restrictions
660-5-25-.05(4)(f)1(i)	Written policy and authorization	Immediate action <u>shall</u> be taken to locate missing children.	45 C.F.R 98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(4)(f)1(i)(I)	Written policy and authorization	(I) The plan <u>shall</u> include a checklist for accounting for the loading and unloading of children at every location.	45 C.F.R 98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(4)(f)1(i)(I)	Written policy and authorization	All checklists <u>shall</u> contain the signature of the person in charge of performing the check.	45 C.F.R 98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(4)(f)1(i)(II)	Written policy and authorization	(II) All checklists <u>shall</u> be turned over to the person in charge immediately upon arrival of the children at the center.	45 C.F.R 98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(4)(f)1(i)(II)	Written policy and authorization	Following delivery of children to homes/designated destinations, either an oral or written report <u>shall</u> be submitted to the person in charge.	45 C.F.R 98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(4)(f)1(i)(II)	Written policy and authorization	When oral reports are given, written checklists <u>shall</u> be turned over to the person in charge the next day of operation.	45 C.F.R 98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(4)(f)1(i)(II)	Written policy and authorization	The checklist <u>shall</u> be maintained as a part of the records of the center.	45 C.F.R 98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(4)(f)1(ii)	Written policy and authorization	(ii) The center <u>shall</u> have on file written authorization from the parent(s)/ guardian(s) for transporting the child...	45 C.F.R 98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(4)(f)1(iii)	Written policy and authorization	(iii) Written transportation plans for travel indicating means of transportation, approximate arrival/ departure time, staff, parent, or other designated person involved, and designated location to be picked up/ delivered to, <u>shall</u> be on file for each child.	Ala. Code §§38-7-1 through -17	1

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660-5-25-.05(4)(f)1(iii)	Written policy and authorization	A plan for transportation in emergency situations, such as severe weather alerts, shall also be on file.	Ala. Code §§38-7-1 through -17	0
660-5-25-.05(4)(f)1(iv)	Written policy and authorization	(iv) When the center provides transportation to and from the home or another designated location, the center shall be responsible...	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(4)(f)1(iv)	Written policy and authorization	Requests for deviation from the regular plan shall be in writing and signed by the parent(s)/ guardian(s).	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(4)(f)1(iv)	Written policy and authorization	If the child is missing, the driver shall consider this an emergency situation, and immediately contact center personnel, who shall immediately attempt to notify the parent/ guardian(s) and appropriate authorities.	45 C.F.R 98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(4)(f)1(iv)	Written policy and authorization	The driver and center personnel shall make reasonable effort to locate the child.	45 C.F.R 98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(4)(f)1(v)	Written policy and authorization	(v) Written transportation policies and procedures shall be formulated.	45 C.F.R 98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(4)(f)1(v)	Written policy and authorization	A copy of these policies and procedures shall be provided to the staff.	45 C.F.R 98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(4)(f)1(vi)	Written policy and authorization	(vi) If transportation is contracted, arranged, or provided by the center, all policies shall be followed.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(4)(f)2(i)	The Driver of a Center Vehicle	(i) The driver of a vehicle transporting children shall be at least 19 years of age; and	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(4)(f)2(ii)	The Driver of a Center Vehicle	(ii) The driver shall have a valid Alabama driver's license during all times of vehicle operation.	Ala. Code §§38-7-1 through -17, §32-6-1	0
660-5-25-.05(4)(f)2(ii)	The Driver of a Center Vehicle	A copy of the license shall be on file in the center.	Ala. Code §§38-7-1 through -17	1

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660-5-25-.05(4)(f)3(i)	Supervision of Children in Center Vehicles	(i) Staff in addition to driver needed per age group and number of children in the vehicle <u>shall</u> be as follows:	45 C.F.R 98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(4)(f)3(ii)	Supervision of Children in Center Vehicles	(ii) Children <u>shall not</u> be left unattended in a vehicle.	45 C.F.R 98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(4)(f)3(iii)	Supervision of Children in Center Vehicles	(iii) A staff member <u>shall</u> accompany each child under age 2 1/2 years from the vehicle to the care of the designated person.	45 C.F.R 98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(4)(f)3(iv)	Supervision of Children in Center Vehicles	(iv) A staff member <u>shall</u> visually supervise each child 2 1/2 and over from the vehicle to the care of a designated person.	45 C.F.R 98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(4)(f)4(i)	Safety Precautions in Center Vehicles	(i) Stationary seating space for each child <u>shall</u> be provided, and no child <u>shall</u> sit on the floor.	45 C.F.R 98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(4)(f)4(i)	Safety Precautions in Center Vehicles	Children <u>shall</u> remain seated while the vehicle is in motion.	45 C.F.R 98, Ala. Code §§38-7-1 through -17, Ala. Code §32-5-222	0
660-5-25-.05(4)(f)4(ii)	Safety Precautions in Center Vehicles	(ii) Children <u>shall</u> board and leave the vehicle from the curb side of the vehicle, onto the curb, or in a protected parking area or driveway.	45 C.F.R 98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(4)(f)4(iii)	Safety Precautions in Center Vehicles	(iii) Doors <u>shall</u> be locked at all times when the vehicle is moving.	45 C.F.R 98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(4)(f)4(iv)	Safety Precautions in Center Vehicles	(iv) Children under 3 years <u>shall</u> be properly secured in a federally approved child restraint...	45 C.F.R 98, Ala. Code §§38-7-1 through -17	0

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660-5-25-.05(4)(f)4(iv)	Safety Precautions in Center Vehicles	Child restraints <u>shall</u> be appropriate for the height, weight, and physical condition of the child, according to the manufacturer's instructions.	45 C.F.R 98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(4)(f)4(v)	Safety Precautions in Center Vehicles	(v) All children 3 years and over <u>shall</u> be properly secured in an individual seat belt.	45 C.F.R 98, Ala. Code §§38-7-1 through -17, Ala. Code 32-5b-1 through 32-5b-8	0
660-5-25-.05(4)(f)4(v)	Safety Precautions in Center Vehicles	Each seat belt <u>shall</u> be properly anchored to the vehicle.	45 C.F.R 98, Ala. Code §§38-7-1 through -17, Ala. Code 32-5b-1 through 32-5b-8	0
660-5-25-.05(4)(f)4(v)	Safety Precautions in Center Vehicles	Seat belts <u>shall</u> fit snugly across the child's hips.	45 C.F.R 98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(4)(f)4(vi)	Safety Precautions in Center Vehicles	(vi) The driver of the vehicle and all adult passengers <u>shall</u> be properly secured by seat belts.	45 C.F.R 98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(4)(f)5	Transportation Provided by the Center	5. Vehicles used for transporting children <u>shall</u> be equipped with an operational ventilation and heating system.	45 C.F.R 98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(4)(f)6	Transportation Provided by the Center	6. A safety check <u>shall</u> be done annually by a mechanic, within two months prior to the annual licensing evaluation...	45 C.F.R 98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(4)(f)6	Transportation Provided by the Center	A copy of this safety check <u>shall</u> be filed in the center and <u>shall</u> show that the following items are operating in a safe condition:	45 C.F.R 98, Ala. Code §§38-7-1 through -17	0

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Rule Citation	Short Description	Regulatory Text	Statutory Authority	# of Discretionary Regulatory Restrictions
660-5-25-.05(4)(g)	Transportation Provided by Parent(s), Guardian(s) or Other Designated Person(s)	(g) Children being transported by parent(s), guardian(s) or other designated person(s) shall be accompanied into and out of the center by this parent, guardian or other person.	45 C.F.R 98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(4)(g)	Transportation Provided by Parent(s), Guardian(s) or Other Designated Person(s)	The center shall require the custodial parent/ guardian or other designated person to sign children out at each departure from the center.	45 C.F.R 98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(5)(a)	Qualifications	(a) All staff hired after January 1, 1989 shall meet experience, training and age qualifications.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(5)(a)	Qualifications	Verification of qualifications shall be on file in the center.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(5)(a)1	Qualifications	1. The director shall have the responsibility for operational management of the center.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(5)(a)1	Qualifications	This person shall be at least 19 years of age and shall have at least a high school diploma or general education diploma.	Ala. Code §§38-7-1 through -17	2
660-5-25-.05(5)(a)1	Qualifications	The Director shall obtain at least 20 clock hours of training in administration and management of day care centers prior to employment or licensing.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(5)(a)1	Qualifications	Documentation of this training shall be provided to the Department representative.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(5)(a)1	Qualifications	It shall be possible for the responsibilities of director and program director to be assumed by the same person provided all qualifications are met for each position.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(5)(a)1	Qualifications	If the director does not meet the qualifications of a program director, then a program director shall be employed.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(5)(a)2	Qualifications	2. The program director shall have the responsibility of supervising the planning of and implementing the children's daily activity program...	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(5)(a)2	Qualifications	The program director shall be at least 19 years of age and shall have at least one of the following:	Ala. Code §§38-7-1 through -17	2

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660-5-25-.05(5)(a)3	Qualifications	3. Child-care workers or teachers who have primary responsibility for the care of groups of children <u>shall</u> be at least 19 years of age and <u>shall</u> have a high school diploma or general education diploma (GED).	Ala. Code §§38-7-1 through -17	2
660-5-25-.05(5)(a)4	Qualifications	4. Aides/assistant teachers who assist with groups of children, <u>shall</u> be at least 16 years of age and <u>shall</u> :	Ala. Code §§38-7-1 through -17	3
660-5-25-.05(5)(a)4(ii)	Qualifications	(ii) Work under the direct supervision of a person qualified as a child-care worker and <u>shall not</u> be counted in the required child-staff ratio.	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(5)(a)5	Qualifications	5. Service staff, such as cook, maids, custodians, and drivers <u>shall</u> be able to read and write and <u>shall not</u> be counted in the required child-staff ratio.	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(5)(a)6	Qualifications	6. Assisting professional staff, such as physicians, nurses, caseworkers, counselors, nutritionist, dentists, psychologists, and psychiatrists, employed or used by the day care center <u>shall</u> be qualified and/or licensed in their respective professions.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(5)(a)7	Qualifications	7. Substitute staff <u>shall</u> be at least 19 years of age, and <u>shall</u> be informed of policies and/or procedures for the age group for which they will be providing care.	Ala. Code §§38-7-1 through -17	2
660-5-25-.05(5)(a)7	Qualifications	Substitute service staff <u>shall</u> be informed of procedures necessary to the performance of their duties.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(5)(a)8	Qualifications	8. Centers using volunteers <u>shall</u> meet the following conditions:	Ala. Code §§38-7-1 through -17	0
660-5-25-.05(5)(a)8(i)	Qualifications	(i) A written and Department approved plan for the orientation, training and use of volunteers, <u>shall</u> be developed and implemented;	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(5)(a)8(i)	Qualifications	(ii) A staff member <u>shall</u> be designated to assign, supervise, and evaluate each volunteer;	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(5)(a)8(i)	Qualifications	(iii) A schedule of the hours and activities of the volunteers <u>shall</u> be kept on file;	Ala. Code §§38-7-1 through -17	1

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660-5-25-.05(5)(a)8(i)	Qualifications	(iv) All volunteers who are counted in the child-staff ratio <u>shall</u> meet all qualifications required of regular staff.	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(5)(b)1	Health	1. Initially, each staff member <u>shall</u> provide a statement from a licensed practicing medical doctor or a physician's assistant.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(5)(b)1	Health	The initial statement <u>shall</u> be dated within six months prior to employment and <u>shall</u> document the date and results of a tuberculin skin test or chest x-ray.	Ala. Code §§38-7-1 through -17	2
660-5-25-.05(5)(b)1	Health	The statement <u>shall</u> attest to the physical suitability of the staff person to care for children and the person's freedom from infectious and contagious diseases.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(5)(b)1	Health	The statement <u>shall</u> be signed by the licensed practicing medical doctor or the physician's assistant and shall be on file in the center.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(5)(b)2	Health	2. At least every four years after the initial doctor's statement is provided each staff member <u>shall</u> obtain a statement...	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(5)(b)2	Health	The statement <u>shall</u> be on file in the center.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(5)(b)3	Health	3. Staff members with symptoms of a communicable disease or illness <u>shall not</u> be present in the center.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(5)(b)4	Health	4. A staff member who, upon examination or as a result of tests, shows indication of a physical, emotional, or mental condition which could be detrimental to the children or staff, or which would prevent satisfactory performance of duties, <u>shall not</u> continue work at the day care center...	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(5)(b)5	Health	5. The Department representative <u>shall require</u> an additional medical or psychological evaluation if a change in the condition of a staff member is evident.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(5)(b)5	Health	A medical release to allow the licensing worker to confer directly with the doctor, <u>shall</u> be provided on request.	Ala. Code §§38-7-1 through -17	1

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660-5-25-.05(5)(c)1	In-service Training	1. All staff <u>shall</u> be involved in ongoing training.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(5)(c)1	In-service Training	Program directors <u>shall</u> obtain at least 8 clock hours of training each year.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(5)(c)1	In-service Training	Child-care workers <u>shall</u> obtain at least 4 clock hours of training each year.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(5)(c)1	In-service Training	Service staff <u>shall</u> obtain at least 2 clock hours of training each year.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(5)(c)1	In-service Training	Training <u>shall</u> be related to staff's specific responsibilities.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(5)(c)1	In-service Training	Documentation of training <u>shall</u> be on file in the center.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(5)(c)2	In-service Training	2. Training <u>shall</u> be provided through, but need not be limited to, the following means:	Ala. Code §§38-7-1 through -17	3
660-5-25-.05(5)(c)2(iii)	In-service Training	A signed statement verifying that the staff member has read the Minimum Standards <u>shall</u> be placed in each staff member's file.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(5)(c)3	In-service Training	3. Centers <u>shall</u> have a written orientation for new staff and substitute personnel.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(5)(c)3	In-service Training	Orientation <u>shall</u> be provided to staff and substitutes prior to or within one week after employment.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(6)(a)	State, Local, and Municipal Codes and Ordinances	(a) The center facilities <u>shall</u> meet all state, local and municipal codes and ordinances.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(6)(a)	State, Local, and Municipal Codes and Ordinances	Written approval <u>shall</u> be obtained from the fire and health departments for the particular kind of center being licensed.	Ala. Code §§38-7-1 through -17	0
660-5-25-.05(6)(a)	State, Local, and Municipal Codes and Ordinances	Separate approval by fire and health departments are <u>required</u> for the day care center and for the nighttime center.	Ala. Code §§38-7-1 through -17, §§36-19-1 through 36-19-32	0

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660-5-25-.05(6)(a)	State, Local, and Municipal Codes and Ordinances	Subsequent inspections after the initial approval <u>shall</u> be made at the discretion of the director, Department representative, or the official of the fire and health departments.	Ala. Code §§38-7-1 through -17, §§36-19-1 through 36-19-32	0
660-5-25-.05(6)(b)1	Building: Indoor Area	1. Exclusive Use. Activity areas to which the day care children are assigned <u>shall</u> be used exclusively by the children during operating hours.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(6)(b)1	Building: Indoor Area	When lunchroom facilities are shared with other groups, children receiving center care <u>shall</u> be seated together, apart from other groups.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(6)(b)2	Footage Per Child	2. There <u>shall</u> be at least 32 square feet of indoor play space for each child.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(6)(b)2	Footage Per Child	Bathrooms, kitchens, isolation room, office, halls used as passageways, and storage areas <u>shall not</u> be considered when computing play space.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(6)(b)3	Space For Groups	3. Designated areas of indoor play space <u>shall</u> be provided for each grouping of children.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(6)(b)3(i)	Space For Groups	(i) A separate area(s) <u>shall</u> be provided for children younger than age 2 1/2 years; and	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(6)(b)3(ii)	Space For Groups	(ii) A separate indoor area <u>shall</u> be provided for use by school-age children.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(6)(b)4		4. Provisions <u>shall</u> be made to control excessive glare in areas occupied by children.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(6)(b)5(i)	Bathroom Facilities	(i) Bathrooms <u>shall</u> be located on the same floor level and under the same roof as activity rooms.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(6)(b)5(ii)	Bathroom Facilities	(ii) Number of fixtures per child <u>shall</u> be:		3
660-5-25-.05(6)(b)5(iii)	Bathroom Facilities	(iii) One handwashing sink with warm running water, soap, and disposable paper or single use cloth towels, <u>shall</u> be located in each room where children are diapered.	Ala. Code §§38-7-1 through -17	1

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660-5-25-.05(6)(b)5(iv)	Bathroom Facilities	(iv) The toilets and lavatories shall be child size and height, or shall be adjusted for easy use with sturdy platforms and/or seat adapters, as needed.	45 C.F.R 98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(6)(b)6(i)	Bathroom Facilities	(i) When provided, laundry facilities shall be located in an enclosed room apart from the food storage, preparation, and serving areas, as well as apart from the storage of cooking and eating utensils.	45 C.F.R 98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(6)(b)6(ii)	Laundry Facilities	(ii) Dryers, when vented to the outside, shall be vented away from the children's play area.	45 C.F.R 98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(6)(b)7	Isolation Space For Ill or Injured Children	7. Space shall be provided to isolate an ill or injured child.	45 C.F.R 98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(6)(b)7	Isolation Space For Ill or Injured Children	A cot or crib, bedding and play equipment shall be provided in the isolation space and disinfected following use by an ill-child.	45 C.F.R 98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(6)(b)8(i)	Storage Space For Children and Staff	(i) Each child shall have individual, labeled storage space.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(6)(b)8(i)	Storage Space For Children and Staff	For children age 2 1/2 years and older, the space shall be at child level.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(6)(b)8(ii)	Storage Space For Children and Staff	(ii) Shelving, accessible to the children, shall be provided for the play equipment and supplies, in rooms used by children.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(6)(b)8(iii)	Storage Space For Children and Staff	(iii) Storage space shall be provided for storage of teacher's supplies, and reserve equipment.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(6)(b)8(iv)	Storage Space For Children and Staff	(iv) Accessible storage space shall be provided for cots and bedding.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(6)(b)9	Building: Indoor Area	9. Office space shall be provided for storage of records and to afford privacy for conferences.	Ala. Code §§38-7-1 through -17	1

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660-5-25-.05(6)(b)10(i)	Ventilation, Lighting, and Heating in Rooms Used By Children	(i) There <u>shall</u> be windows to provide ventilation and fans with properly enclosed blades or ceiling fans to maintain circulation, unless the building is air-conditioned.	45 C.F.R 98, Ala. Code §§38-7-1 through -17	10
660-5-25-.05(6)(b)10(ii)	Ventilation, Lighting, and Heating in Rooms Used By Children	(ii) The temperatures <u>shall</u> be maintained between 68 and 85 degrees Fahrenheit, at child level, as appropriate to the season.	45 C.F.R 98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(6)(b)10(ii)	Ventilation, Lighting, and Heating in Rooms Used By Children	There <u>shall</u> be an indoor thermometer.	45 C.F.R 98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(6)(b)10(iii)	Ventilation, Lighting, and Heating in Rooms Used By Children	(iii) Outside windows which open <u>shall</u> be securely screened.	45 C.F.R 98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(6)(b)10(iv)	Ventilation, Lighting, and Heating in Rooms Used By Children	(iv) Lighting <u>shall</u> be maintained at a minimum of 30 foot candles of illumination in area where children are doing close work.	45 C.F.R 98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(6)(b)11	Building: Indoor Area	11. There <u>shall</u> be an operational telephone in the center.	45 C.F.R 98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(6)(b)12(i)	Hazard Prevention	(i) All apparent safety hazards <u>shall</u> be eliminated from inside the center.	45 C.F.R 98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(6)(b)12(ii)	Hazard Prevention	(ii) Floors <u>shall</u> have a non-slippery surface, free of splinters and other hazards.	45 C.F.R 98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(6)(b)12(iii)	Hazard Prevention	(iii) All flammable and other dangerous substances, and potential poisons, <u>shall</u> be stored in locked cabinets accessible only to authorized persons.	Ala. Code §§38-7-1 through -17	0
660-5-25-.05(6)(b)12(iii)	Hazard Prevention	No firearms or ammunition <u>shall</u> be kept in the center.	Ala. Code §§38-7-1 through -17	0

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660-5-25-.05(6)(b)12(iv)	Hazard Prevention	(iv) Stairways <u>shall</u> have hand railings at child height.	45 C.F.R 98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(6)(b)12(v)	Hazard Prevention	(v) In rooms used by the children, doors <u>shall</u> remain unlocked during hours of operation.	45 C.F.R 98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(6)(b)12(v)	Hazard Prevention	Locks which would prevent children from exiting a room are <u>prohibited</u> .	45 C.F.R 98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(6)(b)12(vi)	Hazard Prevention	(vi) Clear glass doors <u>shall</u> be plainly marked, at child level, to avoid accidental impact.	45 C.F.R 98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(6)(b)12(vii)	Hazard Prevention	(vii) Water temperatures at the handwashing sinks used by the children <u>shall not</u> exceed 120 degrees Fahrenheit.	45 C.F.R 98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(6)(b)12(viii)	Hazard Prevention	(viii) Staff and children's medications <u>shall</u> be properly stored in a separate location away from toxic chemicals and other harmful items and out of the reach of the children.	45 C.F.R 98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(6)(b)12(ix)	Hazard Prevention	(ix) Barriers <u>shall</u> be erected around radiators, heaters, and fans that are accessible to the children.	45 C.F.R 98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(6)(b)12(x)	Hazard Prevention	(x) Consumption of alcohol or use of other non-prescription narcotic or illegal substances is <u>prohibited</u> on the center premises.	45 C.F.R 98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(6)(b)13	Building: Indoor Area	13. The center <u>shall</u> be clean.	45 C.F.R 98, Ala. Code §§38-7-1 through -17	1

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660-5-25-.05(6)(b)13(i)	Building: Indoor Area	(i) Cleaning <u>shall</u> be done daily.	45 C.F.R 98, Ala. Code §§38-7-1 through -17	1
660-5-25-.05(6)(b)13(i)	Building: Indoor Area	Floors and bathroom fixtures <u>shall</u> be cleaned and disinfected daily or more often as needed.	45 C.F.R 98, Ala. Code §§38-7-1 through -17	1
660-5-25-.05(6)(b)13(i)	Building: Indoor Area	Carpets <u>shall</u> be vacuumed daily.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(6)(b)13(ii)	Building: Indoor Area	(ii) Cleaning <u>shall not</u> interfere with children's activities.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(6)(c)1	Grounds: Outdoor Area	1. An area for loading and/or parking <u>shall</u> be provided.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(6)(c)2	Grounds: Outdoor Area	2. Outdoor play space footage <u>shall</u> be:	Ala. Code §§38-7-1 through -17	4
660-5-25-.05(6)(c)3	Grounds: Outdoor Area	3. Separate play areas <u>shall</u> be provided for children younger than age 2 1/2 years.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(6)(c)4	Grounds: Outdoor Area	4. Outdoor play areas <u>shall</u> adjoin, or be safely accessible to, the indoor area.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(6)(c)5	Grounds: Outdoor Area	5. Outdoor play areas on the premises <u>shall</u> be enclosed by a fence or wall at least four feet in height, and fences shall be free from sharp protruding edges.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(6)(c)5	Grounds: Outdoor Area	Licensed centers which have a three foot fence <u>shall</u> be permitted to use that fence until it needs to be replaced, at which time a four foot fence <u>shall</u> be installed.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(6)(c)5	Grounds: Outdoor Area	Centers without a fence <u>shall</u> install a four foot fence by July 1, 1989.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(6)(c)6	Grounds: Outdoor Area	6. Fencing for outdoor play space located on the roof <u>shall</u> be enclosed by a fence which meets fire department standards.	Ala. Code §§38-7-1 through -17	0

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660-5-25-.05(6)(c)7	Grounds: Outdoor Area	7. Shade and sun areas <u>shall</u> be provided.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(6)(c)8	Grounds: Outdoor Area	8. All apparent safety hazards <u>shall</u> be eliminated from the outdoor play area.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(6)(c)8(i)	Grounds: Outdoor Area	(i) Concrete or asphalt <u>shall not</u> be used as surface material under climbing structures or swings.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(6)(c)8(ii)	Grounds: Outdoor Area	(ii) The play area <u>shall</u> be well-drained.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(6)(c)8(iii)	Grounds: Outdoor Area	(iii) All freestanding play equipment <u>shall</u> be securely anchored to the ground.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(6)(c)8(iv)	Grounds: Outdoor Area	(iv) The play area <u>shall</u> be free of hazard-producing conditions.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(6)(d)1	Swimming and Wading Facilities and Additional Supervision	1. Pools exceeding two feet in depth, on the premises, <u>shall</u> be enclosed with a fence at least 4 feet in height.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(6)(d)1	Swimming and Wading Facilities and Additional Supervision	Gates and other access areas <u>shall</u> be locked when pool is not in use.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(6)(d)1(i)	Swimming and Wading Facilities and Additional Supervision	(i) A lifeguard holding at least a current Advanced Life Saving Certificate <u>shall</u> be on duty at all times when the pool is in use.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(6)(d)1(i)	Swimming and Wading Facilities and Additional Supervision	This person <u>shall not</u> be counted in the child/staff ratio if people other than the children from the center are swimming (as in parks or "Y" pools).	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(6)(d)1(i)	Swimming and Wading Facilities and Additional Supervision	If the lifeguard is employed by the center, a copy of his/her Certificate <u>shall</u> be on file in the center.	Ala. Code §§38-7-1 through -17	1

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660-5-25-.05(6)(d)1(ii)	Swimming and Wading Facilities and Additional Supervision	(ii) Written safety rules <u>shall</u> be formulated and posted.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(6)(d)1(ii)	Swimming and Wading Facilities and Additional Supervision	Staff and children <u>shall</u> be informed verbally of these safety rules.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(6)(d)1(iii)	Swimming and Wading Facilities and Additional Supervision	(iii) The water <u>shall</u> be clean and treated in compliance with health department recommendations (available from the State Health Department) and municipal codes where applicable.	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(6)(d)1(iv)	Swimming and Wading Facilities and Additional Supervision	(iv) Child/staff ratio for additional supervision <u>shall</u> be:	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(6)(d)1(v)	Swimming and Wading Facilities and Additional Supervision	(v) The number of regular staff, in addition to the lifeguard, supervising the children shall meet at least minimum child/staff ratios.	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(6)(d)1(vi)	Swimming and Wading Facilities and Additional Supervision	(vi) Adults counted in child-staff ratios <u>shall</u> be able to swim and <u>shall</u> constantly supervise the swimming activity.	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(6)(d)2(i)	Swimming and Wading Facilities and Additional Supervision	(i) There <u>shall</u> be continuous supervision by a minimum of 2 staff persons; and	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(6)(d)2(ii)	Swimming and Wading Facilities and Additional Supervision	(ii) The wading area <u>shall</u> be filled with clean water for each day's usage.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(6)(d)2(ii)	Swimming and Wading Facilities and Additional Supervision	It <u>shall</u> be emptied when not in use.	Ala. Code §§38-7-1 through -17	1

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660-5-25-.05(6)(d)3	Swimming and Wading Facilities and Additional Supervision	3. The center <u>shall</u> have on file written, signed permission from parent(s) or guardian(s) for all children participating in swimming and wading activities.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(6)(e)1	Furnishings and Equipment	1. The furniture <u>shall</u> be child size related to the age range of children in care.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(6)(e)2(i)	Furnishings and Equipment	(i) Equipment and furniture <u>shall</u> be in operative condition, free of sharp, loose, or rusty parts.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(6)(e)2(ii)	Furnishings and Equipment	(ii) Equipment <u>shall</u> be easily cleaned and kept in a clean condition.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(6)(e)2(iii)	Furnishings and Equipment	(iii) Equipment used by infants and toddlers <u>shall</u> be free of small parts which could be swallowed.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(6)(e)2(iv)	Furnishings and Equipment	(iv) Toys made of easily breakable materials <u>shall not</u> be used by infants and toddlers.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(6)(e)3(i)	Furnishings and Equipment	(i) There <u>shall</u> be table space for each child who is able to sit at the table.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(6)(e)3(ii)	Furnishings and Equipment	(ii) There <u>shall</u> be a straight chair, with a back, without arms, for each child who is able to use a chair.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(6)(e)3(iii)	Furnishings and Equipment	(iii) A feeding chair <u>shall</u> be provided for children who do not eat at the table.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(6)(e)3(iv)	Furnishings and Equipment	(iv) There <u>shall</u> be a crib provided for each infant, and a washable cot for each toddler and preschool child.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(6)(e)3(i)	Furnishings and Equipment	Each crib <u>shall</u> have a waterproof mattress.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(6)(e)3(i)	Furnishings and Equipment	(v) Each cot and crib <u>shall</u> be equipped with a bottom sheet and an additional sheet or covering for the child.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(6)(e)4	Furnishings and Equipment	4. Indoor equipment <u>shall</u> be arranged in an orderly manner, in designated activity areas, such as home living, books, blocks, and stories, music, art,	Ala. Code §§38-7-1 through -17	1

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		manipulative toys and games, and science and nature, for each group of children between 2 1/2 years and school age.		
660-5-25-.05(6)(e)5(i)	Furnishings and Equipment	(i) The amount and type of equipment <u>shall</u> be determined and supplied for each age group according to the required equipment list.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(6)(e)5(ii)	Furnishings and Equipment	(ii) With written approval from the Department, stated pieces of equipment <u>shall</u> be shared by more than one group at alternating periods of time.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(a)1	Staffing	1. Child/staff ratio and grouping <u>shall</u> be as follows:	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(7)(a)1(ii)	Staffing	(ii) Children younger than age 2 1/2 years <u>shall</u> be grouped separately.	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(7)(a)1(iii)	Staffing	(iii) When multiple age grouping is used, child/staff ratio and group size <u>shall</u> be according to the age of the youngest child in the group if more than 20% of the children are in the youngest age category.	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(7)(a)1(iii)	Staffing	If children in the youngest age category make up 20% or less of the group, staffing and group size <u>shall</u> be according to the next highest category.	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(7)(a)1(iv)	Staffing	(iv) Staff such as director and service staff, <u>shall</u> be counted in the child/staff ratio only during the time that they are giving full attention to the direct supervision of the children.	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(7)(a)1(iv)	Staffing	Service staff acting as child-care workers <u>shall</u> meet the qualifications of child-care workers.	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(7)(a)2(i)	Staff Coverage	(i) All children <u>shall</u> have staff supervision at all times.	Ala. Code §§38-7-1 through -17	1

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660-5-25-.05(7)(a)2(ii)	Staff Coverage	(ii) Each staff member giving care to infants and toddlers <u>shall</u> be assigned the responsibility of caring for the same infants/toddlers daily, except in the absence of the regularly assigned child-care worker.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(a)2(iii)	Staff Coverage	(iii) When a regular staff person is absent, there <u>shall</u> be a substitute present in order to maintain the regular child/staff ratio.	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(7)(a)2(iv)	Staff Coverage	(iv) During the director's absence, an adult staff member, meeting at least child-care worker qualifications, <u>shall</u> be designated as the responsible person in charge.	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(7)(a)2(v)	Staff Coverage	(v) One staff person <u>shall</u> be present in each room of children during napping/resting time.	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(7)(a)2(v)(I)	Staff Coverage	(I) The number of napping/resting children, ages 2 1/2 years and older, <u>shall not</u> exceed 40 per staff person.	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(7)(a)2(v)(II)	Staff Coverage	(II) Child/staff ratio <u>shall</u> be one staff person to 16 children during nap time for children from 1 1/2 to 2 1/2 years of age.	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(7)(a)2(v)(III)	Staff Coverage	(III) Child/staff ratio for children under 1 1/2 years <u>shall</u> be one staff person to six children at all times of the day.	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(7)(a)2(vi)	Staff Coverage	(vi) A staff member at least 19 years of age <u>shall</u> be present in the day care center during all hours of operation.	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(7)(a)2(vii)	Staff Coverage	(vii) There <u>shall</u> be a second person age 19 or older available in the day care center building or on the premises, whenever 7 or more children are present.	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0

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660-5-25-.05(7)(a)2(vii)(I)	Staff Coverage	(I) The director <u>shall</u> have a staff member on call in case he/she is needed during the time there is only one adult staff member at the center.	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(7)(a)2(vii)(II)	Staff Coverage	(II) The director <u>shall</u> post identifying information regarding emergency help;	Ala. Code §§38-7-1 through -17	0
660-5-25-.05(7)(a)2(vii)(II)	Staff Coverage	information including name, address, telephone number, age and reference data <u>shall</u> be on file in the center.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(a)2(viii)	Staff Coverage	(viii) No staff person <u>shall</u> be on duty with the children for more than 8 continuous hours, on a regular basis.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(a)2(ix)	Staff Coverage	(ix) Staff members <u>shall</u> be free from all other duties during the hours they are working directly with the children.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(a)2(x)	Staff Coverage	(x) Volunteers working 3 hours or more per day <u>shall</u> be eligible, if other qualifications are met, to assume responsibilities of a child-care worker and <u>shall</u> be counted in the child-staff ratio.	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(7)(a)2(xi)	Staff Coverage	(xi) Volunteers working less than 3 hours per day <u>shall</u> work in assisting positions with the regular child-care worker and <u>shall not</u> be counted in the required child-staff ratio.	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(7)(b)1(i)(I)	Learning/Growth Activities	(I) Infants <u>shall</u> be encouraged to play with and handle a variety of toys.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)1(i)(II)	Learning/Growth Activities	(II) Infants <u>shall</u> spend time outdoors daily, when weather permits.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)1(i)(III)	Learning/Growth Activities	(III) Infants <u>shall</u> have daily indoor opportunities for freedom of movement, outside their cribs, in an open, uncluttered space.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)1(i)(IV)	Learning/Growth Activities	(IV) The staff <u>shall</u> talk to each infant often and encourage him/her to respond.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)1(i)(V)	Learning/Growth Activities	(V) Cries of infants <u>shall</u> be investigated immediately.	Ala. Code §§38-7-1 through -17	1

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660-5-25-.05(7)(b)1(i)(VI)	Learning/Growth Activities	(VI) Each infant <u>shall</u> receive daily personal contact and attention, such as being held, sung to, rocked, taken on walks.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)1(i)(VII)	Learning/Growth Activities	(VII) Each infant's position and/or place <u>shall</u> be changed at least each half hour, when infant is awake.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)1(ii)(I)	Diapering/Toileting	(I) There <u>shall</u> be a safe and sanitary diapering procedure.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)1(ii)(I)I	Diapering/Toileting	I. Wet or soiled diapers and other clothing <u>shall</u> be changed promptly.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)1(ii)(I)II	Diapering/Toileting	II. Diapers and other soiled and wet clothing <u>shall</u> be changed in each child's crib or on a surface which is cleaned and disinfected after each use.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)1(ii)(I)III	Diapering/Toileting	III. No infant <u>shall</u> be left unattended while being diapered.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)1(ii)(I)IV	Diapering/Toileting	IV. Staff members <u>shall</u> wash hands with soap and warm running water before and immediately after diapering.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)1(ii)(II)	Diapering/Toileting	(II) There <u>shall</u> be a plan for the provision of diapers and clothing so that sufficient dry and clean clothing is available for each child.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)1(ii)(II)I	Diapering/Toileting	I. If parent(s) or guardian(s) supply diapers and are responsible for laundering, soiled diapers <u>shall</u> be rinsed immediately, kept separate from every other child's diapers in plastic bags or plastic-lined, covered containers and sent home daily.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)1(ii)(II)II	Diapering/Toileting	II. If the center supplies diapers and is responsible for laundering, soiled diapers <u>shall</u> be rinsed immediately, placed in plastic-lined, covered containers and removed daily for washing.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)1(ii)(II)II	Diapering/Toileting	The containers <u>shall</u> be cleaned and disinfected daily.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)1(ii)(II)III	Diapering/Toileting	III. If disposable diapers are used, they <u>shall</u> be placed in a covered, plastic-lined container and disposed of daily.	Ala. Code §§38-7-1 through -17	1

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660-5-25-.05(7)(b)1(ii)(II)IV	Diapering/Toileting	IV. Individual, disposable wipes or a clean single use cloth <u>shall</u> be used at each diaper change, placed in a covered plastic-lined container, and disposed of properly, out of the reach of children.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)1(ii)(III)	Diapering/Toileting	(III) The staff <u>shall not</u> initiate any attempts to toilet train infants.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)1(iii)	Napping/Resting	(iii) Each infant <u>shall</u> be allowed to form his/her own pattern of sleeping and waking.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)1(iv)(I)	Cribs and Bedding	(I) Placement of cribs <u>shall</u> allow a minimum of 2 feet of space between occupied cribs.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)1(iv)(II)	Cribs and Bedding	(II) Cribs used by any infant <u>shall</u> be cleaned and disinfected and the sheets washed before being used by another child.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)1(iv)(III)	Cribs and Bedding	(III) Clean sheets <u>shall</u> be provided daily, or more often as needed when wet or soiled.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)1(v)(I)I	Feeding	I. Formula and foods to be provided by the center to infants <u>shall</u> be planned in writing with the infant's parent(s)/guardian(s) or by the child's physician with the parent(s)/guardian(s) knowledge and consent.	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(7)(b)1(v)(I)II	Feeding	II. If the center provides formula for infants, commercially prepared, ready-to-feed formula <u>shall</u> be provided.	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(7)(b)1(v)(I)II	Feeding	All formula, bottles, nipples, and other equipment used in bottle preparation <u>shall</u> be prepared, handled, and stored in a sanitary and sterile manner.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)1(v)(I)III	Feeding	III. If formula is provided by the parent(s)/guardian(s) it <u>shall</u> be labeled with the child's name and stored in the refrigerator.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)1(v)(I)III	Feeding	All bottles <u>shall</u> be sent home or discarded at the end of the day.	Ala. Code §§38-7-1 through -17	1

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660-5-25-.05(7)(b)1(v)(I)IV	Feeding	IV. If baby food is provided by the parent(s)/ guardian(s), all jars <u>shall</u> be labeled with the child's name.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)1(v)(I)IV	Feeding	No previously opened jars <u>shall</u> be accepted by the center.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)1(v)(I)IV	Feeding	All opened jars <u>shall</u> be sent home or discarded at the end of the day.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)1(v)(I)V	Feeding	V. Meals and snacks provided by the center for infants <u>shall</u> be planned in accordance with child-care infant meal patterns of the food and nutrition service USDA.	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(7)(b)1(v)(I)VI	Feeding	VI. Drinking water <u>shall</u> be offered to infants several times a day.	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(7)(b)1(v)(II)I	Service and Serving Equipment	I. The feeding schedule <u>shall</u> be in accordance with the infant's needs rather than according to the hour.	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(7)(b)1(v)(II)II	Service and Serving Equipment	II. The infant <u>shall</u> be held for bottle feeding.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)1(v)(II)II	Service and Serving Equipment	No bottles <u>shall</u> be propped.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)1(v)(II)III	Service and Serving Equipment	III. When an infant is able to sit in a chair or feeding table, he/she <u>shall</u> be allowed to do so.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)1(v)(II)IV	Service and Serving Equipment	IV. Infants <u>shall</u> be encouraged to experiment with self-feeding with hands and/or spoon.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)1(v)(II)V	Service and Serving Equipment	V. Each infant's solid foods <u>shall</u> be fed/eaten from a dish.	Ala. Code §§38-7-1 through -17	1

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660-5-25-.05(7)(b)1(v)(II)V	Service and Serving Equipment	Any food remaining in the jar <u>shall</u> be discarded.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)1(v)(II)VI	Service and Serving Equipment	VI. Dishes and nursing bottles used <u>shall</u> be unbreakable.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)1(v)(II)VII	Service and Serving Equipment	VII. Infants <u>shall not</u> be forced to eat.	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(7)(b)1(v)(II)VIII	Service and Serving Equipment	VIII. Food <u>shall not</u> be used as a punishment or reward.	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(7)(b)1(v)(III)I	Weaning	I. Weaning <u>shall</u> begin only when the child is determined ready by the child's physician and parent(s) or guardian(s).	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)1(v)(III)II	Weaning	II. Parent(s) or guardian(s) and staff <u>shall</u> work together to insure consistency in the weaning process.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)1(v)(III)III	Weaning	III. The infant <u>shall</u> be allowed to become familiar with drinking from the cup prior to substituting it for the bottle.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)2(i)(I)	Learning/Growth Activities	(I) The staff <u>shall</u> plan and provide activities, in accordance with the toddler's developmental level, which <u>shall</u> include, but need not be limited to, stories, music, and creative art.	Ala. Code §§38-7-1 through -17	2
660-5-25-.05(7)(b)2(i)(II)	Learning/Growth Activities	(II) The staff <u>shall</u> give personal, undivided attention to each toddler daily.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)2(i)(I)I	Learning/Growth Activities	I. The staff <u>shall</u> talk to each toddler often and encourage him/her to respond.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)2(i)(I)II	Learning/Growth Activities	II. The staff <u>shall</u> work with each toddler to guide his/her play with a variety of toys.	Ala. Code §§38-7-1 through -17	1

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660-5-25-.05(7)(b)2(i)(I)III	Learning/Growth Activities	III. The staff <u>shall</u> have pleasant physical contact with each toddler.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)2(i)(III)	Learning/Growth Activities	(III) Toddlers <u>shall</u> spend time outdoors daily, when weather permits.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)2(i)(IV)	Learning/Growth Activities	(IV) Toddlers <u>shall</u> have daily indoor opportunities for freedom of movement, in an open, uncluttered space.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)2(i)(V)	Learning/Growth Activities	(V) Cries of toddlers <u>shall</u> be investigated immediately.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)2(ii)(I)	Diapering/Toileting	(I) There <u>shall</u> be a safe and sanitary diapering procedure.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)2(ii)(I)I	Diapering/Toileting	I. Wet or soiled diapers and other clothing <u>shall</u> be changed promptly.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)2(ii)(I)II	Diapering/Toileting	II. Diapers and other soiled and wet clothing <u>shall</u> be changed in each child's crib or on a surface which is cleaned and disinfected after each use.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)2(ii)(I)III	Diapering/Toileting	III. No toddler <u>shall</u> be left unattended while being diapered.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)2(ii)(I)IV	Diapering/Toileting	IV. Staff members <u>shall</u> wash hands with soap and warm running water before and immediately after diaper change.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)2(ii)(II)	Diapering/Toileting	(II) There <u>shall</u> be a plan for the provision of diapers and clothing so that sufficient dry and clean clothing is available for each child.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)2(ii)(II)I	Diapering/Toileting	I. If parent(s) or guardian(s) supply diapers and are responsible for laundering, soiled diapers <u>shall</u> be rinsed immediately, kept separate from every other child's diapers in plastic bags or plastic-lined, covered containers and sent home daily.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)2(ii)(II)II	Diapering/Toileting	II. If the center supplies diapers and is responsible for laundering, soiled diapers <u>shall</u> be rinsed immediately, placed in plastic-lined, covered containers and removed daily for washing.	Ala. Code §§38-7-1 through -17	1

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660-5-25-.05(7)(b)2(ii)(II)II	Diapering/Toileting	The containers <u>shall</u> be cleaned and disinfected daily.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)2(ii)(II)III	Diapering/Toileting	III. If disposable diapers are used, they <u>shall</u> be placed in a covered, plastic-lined container and disposed of daily.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)2(ii)(II)IV	Diapering/Toileting	IV. Individual, disposable wipes or a clean single use cloth <u>shall</u> be used at each diaper change, placed in a covered plastic-lined container, and disposed of properly, out of the reach of children.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)2(ii)(III)I	Toileting Practices	I. The staff <u>shall</u> begin toilet training toddlers only when the child is able to communicate his/her needs to use the toilet.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)2(ii)(III)II	Toileting Practices	II. Staff <u>shall</u> work together with parent(s) or guardian(s) to determine when to initiate toilet training procedures and to ensure a consistent and relaxed toilet training process.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)2(ii)(III)III	Toileting Practices	III. Potty chairs, if used, <u>shall</u> be emptied and rinsed and disinfected after each use.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)2(iii)	Napping/Resting	(iii) The staff <u>shall</u> recognize differing needs of toddler for sleep/rest and each child shall be allowed to follow his/her own sleep/rest pattern.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)2(iv)(I)	Cots and Bedding	(I) Cots used by any toddler <u>shall</u> be cleaned before being used by another child, and clean sheets <u>shall</u> be provided.	Ala. Code §§38-7-1 through -17	2
660-5-25-.05(7)(b)2(iv)(I)	Cots and Bedding	(II) Clean sheets and coverings <u>shall</u> be provided at least once each week or as frequently as needed when wet or soiled.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)2(iv)(I)	Cots and Bedding	(III) Cots <u>shall</u> be positioned to allow space for staff access to the children and to allow space for safe exit in case of emergency.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)2(v)	Feeding	(v) As toddler's eating patterns change from those of the infant to those of the preschool child, the regulations for preschool feeding <u>shall</u> apply.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)3(i)(I)	Learning/Growth Activities	(I) There <u>shall</u> be a posted written daily plan or schedule of the day for each group of children.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)3(i)(II)	Learning/Growth Activities	(II) Indoor and/or outdoor experiences such as creative art, rhythm and music, books and stories, discussion, natural science, block building, home	Ala. Code §§38-7-1 through -17	1

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		living, manipulative toys and games, water play, climbing, riding, sand and digging, shall be available.		
660-5-25-.05(7)(b)3(i)(III)	Learning/Growth Activities	(III) Indoor and/or outdoor experiences for school-age children, such as creative art, music, story and discussion, science, dramatic play, crafts and games, recreation and sports, and real tasks, such as cooking, sewing, or wood working, shall be available.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)3(i)(IV)	Learning/Growth Activities	(IV) There shall be periods of indoor work-play time when the children shall be permitted to proceed from one activity to another, alone or in small groups.	Ala. Code §§38-7-1 through -17	2
660-5-25-.05(7)(b)3(i)(V)	Learning/Growth Activities	(V) Preschool and school-age children shall spend time out of doors daily when weather permits.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)3(i)(VI)	Learning/Growth Activities	(VI) There shall be periods of vigorous activity and opportunity for quiet play.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)3(i)(VII)	Learning/Growth Activities	(VII) There shall be daily periods of staff-directed activity planned according to the child's stage of development.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)3(i)(VIII)	Learning/Growth Activities	(VIII) Provisions shall be made for a quiet area for use by children desiring to be alone or to work on homework.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)3(i)(IX)	Learning/Growth Activities	(IX) The staff shall encourage the child's independence in routines and activities by assigning simple housekeeping duties, offering planned activities and projects, etc.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)3(i)(X)	Learning/Growth Activities	(X) The staff shall encourage conversation among children.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)3(i)(XI)	Learning/Growth Activities	(XI) The staff shall give individual attention to each child daily, such as conversation between staff and child.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)3(i)(XII)	Learning/Growth Activities	(XII) Radio and television and VCR's shall be used only when they supplement and enhance the daily plan for the children.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)3(i)(XII)	Learning/Growth Activities	No child shall be required to watch television or VCR's.	Ala. Code §§38-7-1 through -17	0

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660-5-25-.05(7)(b)3(i)(XII)	Learning/Growth Activities	All video tapes shall be previewed by a staff member to insure their appropriateness for the age of the children.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)3(i)(XII)	Learning/Growth Activities	Sexually explicit, violent, or frightening materials are prohibited .	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)3(i)(XIII)	Learning/Growth Activities	(XIII) The staff shall assist the child needing help during the early morning and late afternoon periods in coping with separation from parents and usual end-of-the-day fatigue.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)3(i)(XIV)	Learning/Growth Activities	(XIV) In cases when children participate in "away from center" activities, there shall be a written plan from the child's parent(s) or guardian(s) and agreed to by the staff concerning:	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)3(i)(XIV)I	Learning/Growth Activities	I. The number and type of community activities in which the child shall participate, and means of transportation to be used;	Ala. Code §§38-7-1 through -17	0
660-5-25-.05(7)(b)3(i)(XV)	Learning/Growth Activities	(XV) The staff shall note that the child arrives at the center from school or "away from center" activities when expected and shall follow up on his/her whereabouts, if late.	Ala. Code §§38-7-1 through -17	2
660-5-25-.05(7)(b)3(ii)	Napping/Resting	(ii) The staff shall recognize differing needs of children for sleep/rest.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)3(ii)(I)	Napping/Resting	(I) A supervised rest period shall be scheduled for preschool children in attendance at the center for more than 5 hours.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)3(ii)(I)I	Napping/Resting	I. Rest period shall not be less than 45 minutes and shall not exceed 2 1/2 hours.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)3(ii)(I)II	Napping/Resting	II. Children who do not sleep after 45 minutes of rest shall be permitted to engage in quiet activities.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)3(ii)(I)III	Napping/Resting	III. School-age children shall not be required to nap.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)3(ii)(II)I	Cots and Bedding	I. Cots shall be cleaned and clean sheets provided before the cot is used by another child.	Ala. Code §§38-7-1 through -17	1

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Rule Citation	Short Description	Regulatory Text	Statutory Authority	# of Discretionary Regulatory Restrictions
660-5-25-.05(7)(b)3(ii)(II)II	Cots and Bedding	II. Clean bottom sheets and covers <u>shall</u> be provided at least once each week or as frequently as needed when wet or soiled.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)3(ii)(II)III	Cots and Bedding	III. Cots <u>shall</u> be positioned to allow space for staff access to the children and to allow space for a safe exit in case of emergency.	Ala. Code §§38-7-1 through -17	
660-5-25-.05(7)(b)3(iii)	Toileting	(iii) Children's toileting <u>shall</u> be according to individual need.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)3(iv)(I)I	Food	I. Children in attendance <u>shall</u> be served breakfast or a morning snack, a nutritious midday meal, and at least one afternoon snack.	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(7)(b)3(iv)(I)II	Food	II. The meal and snack patterns provided by the Food and Nutrition Service, USDA, <u>shall</u> be used in meal planning.	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(7)(b)3(iv)(I)II	Food	Meal components and serving sizes <u>shall</u> be in accordance with these guidelines.	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(7)(b)3(iv)(I)III	Food	III. No child <u>shall</u> be deprived of a meal or snack if he/she is in attendance at the time the meal or snack is served.	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(7)(b)3(iv)(I)IV	Food	IV. Meals and snacks <u>shall</u> be spaced at least 2 1/2 hours apart.	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(7)(b)3(iv)(I)V	Food	V. Meals and snacks for children with special dietary needs <u>shall</u> be provided in accordance with the child's needs and written instructions of the child's parent(s)/guardian(s) or a licensed physician.	7 C.F.R. §226.1 through §226.27,	0

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			Ala. Code §§38-7-1 through -17	
660-5-25-.05(7)(b)3(iv)(I)VI	Food	VI. Menus <u>shall</u> be planned, at least one week in advance, dated and posted where they may be seen by the parent(s)/guardian(s).	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(7)(b)3(iv)(I)VI	Food	Menus <u>shall</u> include a variety of foods.	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(7)(b)3(iv)(I)VI	Food	Food substitutions <u>shall</u> be noted on the menu.	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	10
660-5-25-.05(7)(b)3(iv)(I)VII	Food	VII. Meals and snacks <u>shall</u> be provided by the center.	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(7)(b)3(iv)(I)VII	Food	When a parent/guardian chooses to provide food for their child, a written signed statement indicating this <u>shall</u> be on file in the center.	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(7)(b)3(iv)(II)I	Service and serving equipment	I. Meals <u>shall</u> be served in a pleasant atmosphere and in a manner which permits the children to assist in serving themselves.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)3(iv)(II)II	Service and serving equipment	II. Staff <u>shall</u> sit at the tables with the children at mealtime.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)3(iv)(II)III	Service and serving equipment	III. Portions of food served <u>shall</u> be suited to the child's age and appetite.	7 C.F.R. §226.1 through §226.27,	0

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			Ala. Code §§38-7-1 through -17	
660-5-25-.05(7)(b)3(iv)(II)III	Service and serving equipment	Second portions <u>shall</u> be available.	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(7)(b)3(iv)(II)IV	Service and serving equipment	IV. Easily breakable dinnerware <u>shall not</u> be used.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)3(iv)(II)V	Service and serving equipment	V. Single-use cups or glasses or drinking fountains <u>shall</u> be supplied for water service during the day.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)3(iv)(II)V	Service and serving equipment	A common drinking container <u>shall not</u> be used.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)3(iv)(II)VI	Service and serving equipment	VI. Children <u>shall not</u> be forced to eat.	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(7)(b)3(iv)(II)VII	Service and serving equipment	VII. Children <u>shall not</u> be allowed in the kitchen.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(b)3(iv)(III)	Feeding	(III) When food service is catered, the plan <u>shall</u> be approved by the county health department.	Ala. Code §§38-7-1 through -17	0
660-5-25-.05(7)(b)3(iv)(III)	Feeding	Meals which are catered <u>shall</u> meet the meal patterns provided in Appendix A.	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(7)(c)	Disciplinary Practices	(c) Disciplinary practices <u>shall</u> be according to the following requirements:	Ala. Code §§38-7-1 through -17	0
660-5-25-.05(7)(c)1	Disciplinary Practices	1. Developmentally appropriate limits or rules <u>shall</u> be understandable to the staff and children to whom they apply.	Ala. Code §§38-7-1 through -17	1

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660-5-25-.05(7)(c)2	Disciplinary Practices	2. Staff <u>shall</u> agree on acceptable and unacceptable behavior and on limits set.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(c)3	Disciplinary Practices	3. Expected behavior <u>shall</u> be on the child's level.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(c)4	Disciplinary Practices	4. A kind, firm voice <u>shall</u> be used.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(c)5	Disciplinary Practices	5. Discipline <u>shall</u> be consistent and fair.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(c)6	Disciplinary Practices	6. Positive reinforcement <u>shall</u> be encouraged.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(c)7	Disciplinary Practices	7. Discipline <u>shall not</u> be associated with food, naps, or bathroom procedures.	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(7)(c)8	Disciplinary Practices	8. No corporal/physical punishment <u>shall</u> be used.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(c)9	Disciplinary Practices	9. Techniques of discipline <u>shall not</u> be humiliating, shaming, or frightening to the child.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(c)10	Disciplinary Practices	10. Discipline <u>shall</u> be related to the misbehavior and it <u>shall</u> be administered immediately, usually by the worker primarily responsible for the child.	Ala. Code §§38-7-1 through -17	2
660-5-25-.05(7)(c)11	Disciplinary Practices	11. No verbal abuse, threats, or derogatory remarks about the child or his/her family <u>shall</u> be used.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(d)1	Staff-Parent Communication	1. The staff <u>shall</u> be responsible for communicating with the parent(s)/guardian(s) concerning changes in the child's behavior patterns.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(d)2	Staff-Parent Communication	2. The staff and parents <u>shall</u> discuss severe discipline or behavior problems to determine appropriate action consistent with disciplinary practices above.	Ala. Code §§38-7-1 through -17	1

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660-5-25-.05(7)(d)3	Staff-Parent Communication	3. Visits to the center by the parent(s)/ guardian(s) and other interested persons <u>shall</u> be encouraged.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(d)4	Staff-Parent Communication	4. The center <u>shall</u> be open to visits from parent(s)/ guardian(s) at any time of the day.	45 C.F.R. 98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(7)(d)5	Staff-Parent Communication	5. Staff <u>shall</u> be available for communication and/or conferences with the parent(s)/ guardian(s) at a mutually convenient time.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(e)1(i)	Medical Information	(i) Results of medical examination, screening or assessment <u>shall</u> be on file.	45 C.F.R. §§1355.10 through 1355.59, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(7)(e)1(i)(I)	Medical Information	(I) Each child under five years of age <u>shall</u> have, within 12 months prior to initial admission, a physical examination or medical screening or assessment (such as MEDIKIDS).	45 C.F.R. §§1355.10 through 1355.59, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(7)(e)1(i)(I)	Medical Information	The physical examination <u>shall</u> be performed by a licensed, practicing medical doctor or physician's assistant.	45 C.F.R. §§1355.10 through 1355.59, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(7)(e)1(i)(I)	Medical Information	A medical screening or assessment <u>shall</u> be performed by a licensed, practicing medical doctor...	45 C.F.R. §§1355.10 through 1355.59, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(7)(e)1(i)(I)	Medical Information	Documentation of the availability and frequency of consultation <u>must</u> be in written form.	45 C.F.R. §§1355.10	0

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			through 1355.59, Ala. Code §§38-7-1 through -17	
660-5-25-.05(7)(e)1(i)(II)	Medical Information	(II) Record of the examination, ... concerning health matters which would affect the child's participation in, or adjustment to, the day care program <u>shall</u> be on file in the center prior to the child's admission.	45 C.F.R. §§1355.10 through 1355.59, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(7)(e)1(i)(III)	Medical Information	(III) In situations where medical services are not available, written verification of appointment to receive needed examination <u>shall</u> be substituted for no more than three months and shall be on file.	45 C.F.R. §§1355.10 through 1355.59, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(7)(e)1(ii)	Medical Information	(ii) Effective July 1, 1993, each child under five years of age and five year olds who are not enrolled in public/private school kindergarten <u>shall</u> have an unexpired State of Alabama Certificate of Immunization (ADPH-F-IMM-50) on file in the center prior to the child's admission or one of the following conditions <u>shall</u> be met:	Ala. Code §§38-7-1 through -17, §§16-30-1 through 16-30-5	0
660-5-25-.05(7)(e)1(ii)(I)	Medical Information	(I) An unexpired Alabama Certificate of Medical Exemption (ADPH-F-IMM-50) <u>shall</u> be on file in the center;	Ala. Code §§38-7-1 through -17, §§16-30-1 through 16-30-5	0
660-5-25-.05(7)(e)1(ii)(II)	Medical Information	(II) Where immunizations are waived on religious grounds, an Alabama Certificate of Religious Exemption (ADPH-F-IMM-52) <u>shall</u> be on file in the center.	Ala. Code §§38-7-1 through -17, §§16-30-1 through 16-30-5	0
660-5-25-.05(7)(e)2(i)(I)	Inspections	(I) No child who appears ill <u>shall</u> be admitted to the center.	Ala. Code §§38-7-1 through -17	1

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660-5-25-.05(7)(e)2(i)(II)	Inspections	(II) Any evidence of suspected child abuse/neglect <u>shall</u> be recorded in the child's record and reported as required.	Ala. Code §§38-7-1 through -17, §§26-14-1 through 26-14-13	0
660-5-25-.05(7)(e)2(ii)(I)	Isolation and Removal	(I) Any child in attendance who becomes ill <u>shall</u> be isolated promptly from the group, but <u>shall</u> have continuous supervision by a staff member.	Ala. Code §§38-7-1 through -17	2
660-5-25-.05(7)(e)2(ii)(I)	Isolation and Removal	Toys, bedding, equipment and bathroom facilities used by an ill child or adult <u>shall</u> be cleaned and disinfected prior to use by another person.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(e)2(ii)(II)	Isolation and Removal	(II) The ill child's parents <u>shall</u> be notified immediately and <u>required</u> to come for, or arrange for another designated person to come for the child.	Ala. Code §§38-7-1 through -17	2
660-5-25-.05(7)(e)2(iii)(I)	Communicable Diseases	(I) When a communicable disease has been introduced into the center, parent(s) or guardian(s) of exposed children <u>shall</u> be notified.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(e)2(iii)(II)	Communicable Diseases	(II) The center <u>shall</u> urge parent(s) or guardian(s) to notify center when their child is known to have been exposed to a communicable disease outside the center.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(e)2(iii)(III)	Communicable Diseases	(III) The center <u>shall</u> report any known/suspected case of communicable disease to the local health department.	Ala. Code §§38-7-1 through -17	0
660-5-25-.05(7)(e)2(iv)	Readmission	(iv) A child who does not appear to be fully recovered from an illness <u>shall not</u> be readmitted to the center without a statement...	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(e)2(v)(I)	First Aid	(I) A copy(ies) of any First Aid reference book, current edition <u>shall</u> be readily available in the center.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(e)2(v)(II)	First Aid	(II) The center <u>shall</u> maintain emergency first aid supplies for minor cuts and abrasions.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(e)2(vi)	Emergency Plan	(vi) A written description of procedures to be followed in emergency situations <u>shall</u> be developed and known by all staff members.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(e)2(vi)(I)	Emergency Plan	(I) The planned source of emergency medical care, such as a hospital emergency room, clinic, or other constantly staffed facility, <u>shall</u> be known to staff and parent(s)/guardian(s).	Ala. Code §§38-7-1 through -17	1

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660-5-25-.05(7)(e)2(vi)(II)	Emergency Plan	(II) A vehicle <u>shall</u> be immediately accessible for use by staff members in case of emergencies.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(e)2(vi)(III)	Emergency Plan	(III) Parent authorization for the center to obtain emergency medical treatment... <u>shall</u> be posted by the center's telephone so as to be immediately accessible.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(e)2(vii)	Emergency Plan	(vii) Authority and procedure for administering medication <u>shall</u> be clearly defined.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(e)2(vii)(I)	Emergency Plan	(I) When parent(s)/ guardian(s) of the children are unavailable to administer medication, one designated staff person <u>shall</u> be authorized to administer medication.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(e)2(vii)(II)	Emergency Plan	(II) Medication and/or special medical procedures <u>shall</u> be administered to a child by the designated staff person(s) only when there is a written, signed, and dated request from the parent(s)/ guardian(s).	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(e)2(vii)(III)	Emergency Plan	(III) Any prescription drug sent to the center <u>shall</u> be in its original container and clearly labeled with the child's name and directions for administering the drug.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(e)2(vii)(IV)	Emergency Plan	(IV) All medication or drugs (children's or staff's members) <u>shall</u> be kept in an area inaccessible to the children and <u>shall</u> be removed when no longer needed.	Ala. Code §§38-7-1 through -17	2
660-5-25-.05(7)(e)2(vii)(V)	Emergency Plan	(V) Time of all medication dosages administered at center <u>shall</u> be provided, in writing, to child's parent(s)/ guardian(s).	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(e)3(i)(I)	Face and Hand Washing	(I) Children's hands <u>shall</u> be washed with soap and water before snacks and meals, and after toileting.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(e)3(i)(I)	Face and Hand Washing	Children's hands and faces <u>shall</u> be washed after meals.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(e)3(i)(II)	Face and Hand Washing	(II) Staff <u>shall</u> wash their hands with soap and water before food preparation and/or service and after assisting with toileting or diapering.	Ala. Code §§38-7-1 through -17	1

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660-5-25-.05(7)(e)3(i)(III)	Face and Hand Washing	(III) Paper towels, or individual single use washcloths, <u>shall</u> be supplied for each washing.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(e)3(ii)(I)	Toilet articles	(I) A disposable wipe or single use cloth <u>shall</u> be provided each time, for washing hands and face and for diapering.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(e)3(ii)(I)	Toilet articles	Used cloths or wipes <u>shall</u> be disposed of properly out of the reach of children.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(e)3(ii)(II)	Toilet articles	(II) Each child's toilet articles (such as combs or toothbrushes, etc.) <u>shall</u> be labeled with the child's name, stored separately, and maintained in a sanitary condition.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(e)3(ii)(III)	Toilet articles	(III) Facial tissues <u>shall</u> be disposed of immediately following each use.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(e)3(iii)	Hygienic Practices	(iii) Extra children's clothing <u>shall</u> be available in the center.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(e)4	Health and Medical Needs	4. Healthy animals, which present no apparent threat to the children, <u>shall</u> be permitted on the premises, unless prohibited under local health ordinances.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(e)4(i)	Health and Medical Needs	(i) A certificate of rabies inoculation <u>shall</u> be on file in the center for animals on the premises, when required.	Ala. Code §§38-7-1 through -17, §§3-7a-1 through 3-7a-16	0
660-5-25-.05(7)(e)4(ii)	Health and Medical Needs	(ii) Animals on the premises <u>shall</u> be confined.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(e)4(ii)	Health and Medical Needs	Cages and other areas used to confine animals <u>shall</u> be kept clean, with appropriate food and water available.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(7)(e)4(iii)	Health and Medical Needs	(iii) Aggressive animals or breeds of animals that have shown a reputation of aggressive or violent tendencies toward persons, <u>shall not</u> be permitted on the premises.	Ala. Code §§38-7-1 through -17	1

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660-5-25-.05(7)(e)4(iv)	Health and Medical Needs	(iv) Children and staff <u>shall</u> wash hands with soap and warm running water immediately after handling animals.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(8)	Nighttime Centers	(8) Nighttime centers, in the context of these regulations, <u>shall</u> mean any center in operation past 7:00 p.m.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(8)	Nighttime Centers	In addition to the requirements set forth above, centers offering nighttime care <u>shall</u> meet the following requirements or modifications:	Ala. Code §§38-7-1 through -17	0
660-5-25-.05(8)(a)1	Administration	1. A separate license <u>shall</u> be applied for and obtained prior to offering nighttime care.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(8)(a)2	Administration	2. Arrangements for use of the same premises for nighttime care and day care services, by different, or the same, licensee <u>shall</u> be such as to eliminate overlapping which would disrupt either service, and <u>shall</u> provide smooth transition from one type of service to the other.	Ala. Code §§38-7-1 through -17	2
660-5-25-.05(8)(a)3	Administration	3. Records on each child <u>shall</u> include information concerning family bedtime routines, and other information which would assist staff in providing a smooth transition for the child.	Ala. Code §§38-7-1 through -17	0
660-5-25-.05(8)(a)4	Administration	4. A child who has spent more than six daytime hours in a day care center <u>shall not</u> be enrolled for nighttime care, except in the case of special temporary circumstances.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(8)(b)1	Staff Qualifications	1. If all children enrolled at the center receive their regular night's sleep at the center, a staff person meeting at least child-care worker qualifications <u>shall</u> be assigned the director/program director responsibilities and <u>shall</u> be on duty and present at the center during all hours of operation.	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(8)(b)2	Staff Qualifications	2. During hours when children are normally sleeping, the child-staff ratio for sleeping children <u>shall</u> be met by staff members meeting at least child-care worker qualifications.	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(8)(c)1(i)	Facility	(i) In groups of children where all enrolled received their regular night's sleep at the center and where all in the group are sleeping in cribs, there <u>shall</u> be at least 20 square feet of space in addition to crib space per child.	Ala. Code §§38-7-1 through -17	1

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660-5-25-.05(8)(c)1(ii)	Facility	(ii) There shall be 1 bathing facility for each 15 children receiving their regular night's sleep at the center.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(8)(c)2(i)	Equipment and Furnishings	(i) Requirements for equipment shall be adjusted to implement the nightly activity schedule if no child is at the center more than 2 hours prior to normal bedtime or after normal waking time.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(8)(c)2(ii)	Equipment and Furnishings	(ii) Cots, fitted with a firm, waterproof mattress, shall be provided for each child receiving his/her regular night's sleep at the center.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(8)(d)1(i)	Arrival and Departure	(i) The scheduling of arrival and departure of children, and the grouping of the children, shall be arranged so that no child is deprived of sleep or has his/her sleep unnecessarily disrupted.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(8)(d)1(ii)	Arrival and Departure	(ii) The staff shall work with the child's parent(s) or guardian(s) to coordinate child's plan for time spent at the center, with the family schedule.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(8)(d)2(i)	Staffing	(i) The following child-staff ratio for sleeping children shall be used:	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(8)(d)2(ii)	Staffing	(ii) Ratios and grouping for day care centers shall apply during the hours prior to normal sleeping time or after normal waking time.	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(8)(d)2(iii)(I)	Staff Support	(I) There shall be an additional staff person available to assist with groups of children age 2 1/2 years to 6 years, in which there is only 1 staff person, during the pre-bedtime and bedtime routine.	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(8)(d)2(iii)(II)	Staff Support	(II) Additional support staff shall not be required for groups of children who are sleeping.	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(8)(d)2(iv)(I)	Coverage	(I) A staff member at least 19 years of age shall be present in the center during all hours of operation.	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0

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660-5-25-.05(8)(d)2(iv)(I)	Coverage	A second adult <u>shall</u> be present in the center whenever 7 or more children are in attendance.	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(8)(d)2(iv)(II)	Coverage	(II) Each staff person giving care during pre-bedtime and bedtime period <u>shall</u> be assigned the responsibility of caring for the same children nightly.	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(8)(d)2(iv)(III)	Coverage	(III) There <u>shall</u> be at least 1 adult in each room of sleeping children ages 3 weeks to 4 years.	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(8)(d)2(iv)(III)	Coverage	One adult <u>shall</u> supervise no more than 2 adjoining rooms of sleeping children, ages 4 years and older.	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(8)(d)2(iv)(IV)	Coverage	(IV) All staff on duty <u>shall</u> be awake and alert to the needs of the children.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(8)(d)2(iv)(V)	Coverage	(V) There <u>shall</u> be an additional adult on call, whose name, address, and telephone number are posted by the center's telephone, in case of emergency.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(8)(d)3(i)	Nightly Activity Schedule	(i) A nightly schedule <u>shall</u> be planned for the hours the children are awake.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(8)(d)3(ii)	Nightly Activity Schedule	(ii) Outdoor time and experiences <u>shall</u> be available to the children during daylight hours.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(8)(d)3(iii)	Nightly Activity Schedule	(iii) The staff <u>shall</u> give each infant who receives his/her regular night's sleep at the center, personal contact and individual attention.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(8)(d)3(iv)	Nightly Activity Schedule	(iv) A nightly creative art experience <u>shall not</u> be <u>required</u> for toddlers.	Ala. Code §§38-7-1 through -17	0
660-5-25-.05(8)(d)3(v)	Nightly Activity Schedule	(v) Activities available for preschool and school-age children <u>shall not</u> be <u>required</u> if the child is at the center no more than 2 hours prior to the normal bedtime or after normal waking time.	Ala. Code §§38-7-1 through -17	0

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660-5-25-.05(8)(d)3(v)	Nightly Activity Schedule	A selection of quiet activities which can be used with minimal staff supervision shall be available.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(8)(d)3(vi)	Nightly Activity Schedule	(vi) Quiet activities shall be scheduled immediately preceding bedtime for preschool and school-age children.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(8)(d)3(vii)	Nightly Activity Schedule	(vii) The word "napping" as included in the day care standards shall mean "sleeping" for nighttime centers.	Ala. Code §§38-7-1 through -17	0
660-5-25-.05(8)(d)3(viii)	Nightly Activity Schedule	(viii) Parent(s)/guardian(s) and staff shall work together to insure consistency between the family and the nighttime center bedtime routines.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(8)(d)3(ix)	Nightly Activity Schedule	(ix) The staff shall assist children, in dressing and grooming, as needed, if they are going directly from the center to school.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(8)(d)4	Food and food service	4. Children who go directly from the center to school shall be served breakfast before leaving the center unless breakfast shall be eaten at school.	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(8)(d)4	Food and food service	An evening meal shall be served for children who are continuing in attendance from the day time program.	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(8)(d)5	Hygienic practices	5. Children shall have shower, tub or sponge baths as needed for body cleanliness.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(8)(d)5(i)	Hygienic practices	(i) When a bathtub is used, fresh water shall be provided for each use.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(8)(d)5(ii)	Hygienic practices	(ii) All children shall be provided individual washcloths, towels, and soap for bathing.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(8)(d)6	Sleepwear	6. Sleepwear shall be clean and comfortable, and labeled with the child's name.	Ala. Code §§38-7-1 through -17	1

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660-5-25-.05(9)(a)	Special Activities Programs	(a) Special Activities Programs for children including... shall meet local and state fire and health requirements and regulations pertaining to staff qualifications,	Ala. Code §§38-7-1 through -17, §§36-19-1 through 36-19-32	0
660-5-25-.05(9)(b)	Special Activities Programs	(b) Special activities programs for school-age children including... shall be exempted from licensure, provided that local and state fire and health requirements are met.	Ala. Code §§38-7-1 through -17, §§36-19-1 through 36-19-32	0
660-5-25-.05(10)	Care of Children with Development Disabilities	(10) In addition to the preceding regulations, when developmentally disabled children are cared for in the center, the following requirements shall be met.	Ala. Code §§38-7-1 through -17	0
660-5-25-.05(10)(a)	Care of Children with Development Disabilities	(a) If a developmentally disabled child is enrolled in the center, a statement shall be obtained from a licensed practicing physician...	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(10)(b)	Care of Children with Development Disabilities	(b) If a developmentally disabled child is enrolled in the center, he/she shall receive the same care and participate in the same program...	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(10)(c)	Care of Children with Development Disabilities	(c) Adaptions to the environment shall be directed toward normalizing the life-style of the developmentally disabled child by helping him/her become independent and develop self-help skills.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(10)(d)	Care of Children with Development Disabilities	(d) Any efforts to provide specialized services... shall be planned in cooperation with the parent(s) or guardian(s) and documented in the child's record.	Ala. Code §§38-7-1 through -17	0
660-5-25-.05(10)(d)	Care of Children with Development Disabilities	Any informational exchange regarding these services shall also be documented.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(10)(e)	Care of Children with Development Disabilities	(e) Staff/child ratios shall be at least that required for other children.	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-25-.05(10)(e)	Care of Children with Development Disabilities	Lower staff/child ratio (additional staff) may be required depending on the number of developmentally disabled children enrolled in the center, and the degree/type of their disabilities.	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0

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660-5-25-.05(11)(a)	Character and Suitability Requirement	(a) All applicants and holders of a child-care license or six-month permit, ... <u>must</u> be suitable and of good moral character in order to operate or work in a child-care facility.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(11)(a)	Character and Suitability Requirement	All applicants <u>shall</u> be investigated to determine their character and suitability to hold a license/permit or work in a child-care facility.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(11)(c)	Character and Suitability Requirement	(c) The criminal record on individuals <u>must</u> be reviewed, and will be a factor in determining the character and suitability of individuals...	Ala. Code §§38-7-1 through -17	0
660-5-25-.05(11)(c)1	Character and Suitability Requirement	1. All applicants for a license and all staff members and applicants for a license/permit or employment, in paid or voluntary positions, <u>must</u> reveal on their application all past criminal convictions...	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12	0
660-5-25-.05(11)(c)2	Character and Suitability Requirement	2. The licensee or permit holder, and all staff members <u>must</u> advise the center's director or administrator and the Department of all criminal convictions...	Ala. Code §§38-7-1 through -1, 38-13-1 through 38-13-127	0
660-5-25-.05(11)(f)	Character and Suitability Requirement	(f) A good character and suitability review <u>shall</u> be conducted on all applicants for a license, staff members, and all applicants...	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12	0
660-5-25-.05(12)(a)1	Application for a License	1. Applications for a license <u>shall</u> be made on a departmental approved form and <u>shall</u> contain all information requested on that form including social security number.	Ala. Code §§38-7-1 through -17	2
660-5-25-.05(12)(e)2	Provisions of the License	2. The number of children in the center at any given time <u>shall not</u> exceed the number specified on the license.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(12)(e)3	Provisions of the License	3. The age range of the children served <u>shall not</u> vary from the limits specified on the license.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(12)(f)2	Six-Month Permit	2. The Department's decision to issue a six-month permit <u>shall</u> be after the center/prospective licensee has met the following:	Ala. Code §§38-7-1 through -17	6

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660-5-25-.05(12)(g)	Demonstration Permit/License	A facility issued a demonstration permit or license <u>shall</u> operate in compliance with the established minimum standards...	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(12)(g)	Demonstration Permit/License	A facility granted a demonstration permit or license <u>shall</u> be entitled to a Department hearing as any other facility holding a regular permit or license.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(12)(h)1	Renewal of a License	1. Application for renewal of a license to continue operating a day care center or nighttime center <u>shall</u> be made to the Department one month prior to the expiration date of the current license, and on the form prescribed by the Department.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(12)(h)2	Renewal of a License	2. The Department <u>shall</u> re-examine and re-evaluate every area of the facility included in the application process.	Ala. Code §§38-7-1 through -17	0
660-5-25-.05(12)(h)3	Renewal of a License	3. A renewal of a license <u>shall</u> be issued, if, upon re-examination, the Department is satisfied that the child-care facility...	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(12)(h)6	Renewal of a License	6. The licensee <u>shall</u> have the opportunity to submit, in writing, information regarding inspections resulting from complaints reported to the Department.	Ala. Code §§38-7-1 through -17	0
660-5-25-.05(13)(a)	Probationary Permit	During this six-month period, the child-care facility <u>shall</u> correct the items which were in noncompliance and report the corrections to the Department for determination of eligibility for a full license.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(14)(a)4	Suspension or Revocation of a License	...that the Department <u>shall not</u> revoke or refuse to renew a license in such case unless it has made written demand on the person,...	Ala. Code §§38-7-1 through -17	0
660-5-25-.05(14)(c)	Suspension or Revocation of a License	(c) If the Department makes the decision to revoke or refuse to renew the license, or six-month permit, a pre-revocation hearing <u>must</u> be held in order to discuss the intended action	Ala. Code §§38-7-1 through -17	0
660-5-25-.05(14)(c)	Suspension or Revocation of a License	Notice of the pre-revocation hearing and notice of action taken by the Department following the pre-revocation hearing <u>shall</u> be sent to the licensee/ permit holder by certified mail unless waived.	Ala. Code §§38-7-1 through -17	0

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660-5-25-.05(14)(d)	Suspension or Revocation of a License	(d) If an inspection of a licensed...the Department <u>shall</u> have the power to suspend or revoke without notice the license or six-month permit.	Ala. Code §§38-7-1 through -17	0
660-5-25-.05(14)(d)	Suspension or Revocation of a License	The suspension may remain in effect for a period of not longer than 120 days and <u>shall not</u> be renewable.	Ala. Code §§38-7-1 through -17	0
660-5-25-.05(14)(d)	Suspension or Revocation of a License	A pre-revocation hearing <u>shall</u> be scheduled as soon as possible to give the licensee/permit holder an opportunity to show why the license/permit should not be revoked.	Ala. Code §§38-7-1 through -17	0
660-5-25-.05(14)(d)	Suspension or Revocation of a License	Notice of the pre-revocation hearing and notice of action taken by the Department following the pre-revocation hearing <u>shall</u> be sent to the licensee/permit holder by certified mail unless waived.	Ala. Code §§38-7-1 through -17	0
660-5-25-.05(15)(b)	Request for a Fair Hearing	(b) Notice of the opportunity to request a fair hearing <u>shall</u> be given by certified mail.	Ala. Code §§38-7-1 through -17	0
660-5-25-.05(15)(c)	Request for a Fair Hearing	(c) When a pre-revocation hearing has been held, a request for a fair hearing <u>must</u> be filed within 14 calendar days of the notice of revocation.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(15)(c)	Request for a Fair Hearing	Any existing license, six-month permit or approval <u>shall</u> remain in effect during the 14-day time period to request a hearing.	Ala. Code §§38-7-1 through -17	0
660-5-25-.05(15)(c)	Request for a Fair Hearing	If a hearing is requested, the existing license, six-month permit or approval <u>shall</u> remain in effect until, and including, 30 days after the final decision on a request for a rehearing.	Ala. Code §§38-7-1 through -17	0
660-5-25-.05(15)(d)	Request for a Fair Hearing	(d) If the Department determines, and states in writing, that a danger to the public health, safety or welfare <u>requires</u> emergency suspension...	Ala. Code §§38-7-1 through -17	0
660-5-25-.05(15)(e)	Request for a Fair Hearing	(e) In all other situations where a pre-action hearing has not been held, a request for a fair hearing <u>must</u> be filed within 60 calendar days of the action (or inaction) with which the aggrieved person is dissatisfied.	Ala. Code §§38-7-1 through -17	1
660-5-25-.05(17)(a)	Unlicensed Facilities	(a) If the Department representative determines...the results of the investigation <u>shall</u> be reported to the Attorney General and to the appropriate District Attorney for prosecution.	Ala. Code §§38-7-1 through -17	0

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660-5-25-.05(17)(c)	Unlicensed Facilities	(c) Any person, group of persons, association or corporation who conducts, operates or acts as a child-care facility without a license, or a six-month permit or an approval shall be guilty of a misdemeanor, and shall be fined not less than \$100 nor more than \$1000 or be imprisoned in the county jail not longer than one year or both.	Ala. Code §§38-7-1 through -17	0
660-5-25-.06(1)	Licensing Requirement	(1) Refer to Rule 660-5-25-.05 (1). A Group Day Care Home or Group Nighttime Home which is operational for more than four consecutive hours during a 24-hour period shall be subject to licensure.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(4)(a)1	Location	1. The home shall be located in a neighborhood which meets local zoning ordinances.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(4)(a)2	Location	2. The home shall meet all state, local, and municipal codes and ordinances.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(4)(a)2	Location	Inspections by the state or local fire department and by the local health department shall be requested as determined necessary by the Department, by the operator, or by officials of the fire and health departments.	Ala. Code §§38-7-1 through -17, §§36-19-1 through 36-19-32	0
660-5-25-.06(4)(b)1	Space	1. There shall be 32 square feet of usable play space available for each child present in the group day care home.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(4)(b)1	Space	Usable play space shall not include office space, bathrooms, bedrooms, storage rooms, or kitchens.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(4)(b)1	Space	2. All rooms used for the care of children shall be well-lighted, adequately ventilated and comfortably cooled and/or heated.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(4)(b)1	Space	3. All gas space heaters shall be vented.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(4)(b)1	Space	4. No kerosene heaters or portable space heaters shall be used during hours of child care.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(4)(b)1	Space	5. Any fans within reach of the children shall have enclosed blades.	Ala. Code §§38-7-1 through -17	1

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660-5-25-.06(4)(b)1	Space	6. The group day care home, its furnishings, and premises <u>shall</u> be maintained in a clean and safe condition.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(4)(b)1	Space	7. The home <u>shall</u> have space for providing privacy to a child as needed, and to members of the operator/caregiver's household, whether for resting, studying, or other purposes.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(4)(b)1	Space	Bathing and dressing <u>shall</u> be done in private.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(4)(b)1	Space	8. Space and facilities <u>shall</u> be available for the temporary care of sick children or of members of the operator/caregiver's household.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(4)(b)1	Space	9. Space <u>shall</u> be available to each child for storing his personal items.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(4)(b)10	Space	10. An outdoor play area of not less than 600 square feet <u>shall</u> be available.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(4)(b)10	Space	The fence <u>shall</u> be in good repair.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(4)(b)11	Space	11. The following regulations <u>shall</u> apply when a swimming pool is accessible to the area used for child care:	Ala. Code §§38-7-1 through -17	0
660-5-25-.06(4)(b)11(i)	Space	(i) When a swimming pool, exceeding 2 feet in depth is accessible to the area used for child care, the pool <u>shall</u> be enclosed by a fence, at least 4 feet in height, with a locked gate.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(4)(b)11(i)	Space	The gate and all areas of access <u>shall</u> remain locked at all times the pool is not in use.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(4)(b)11(ii)	Space	(ii) If children are allowed in the pool area, additional supervision <u>shall</u> be <u>required</u> .	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(4)(b)11(ii)	Space	The child-staff ratio <u>shall</u> be one adult caregiver to one child under age 2 1/2 and one adult caregiver to five children 2 1/2 and above.	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0

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660-5-25-.06(4)(b)11(iii)	Space	(iii) A person holding a current advanced lifesaving certificate <u>shall</u> be present at all times when the pool is in use.	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-25-.06(4)(b)11(iv)	Space	(iv) The water <u>shall</u> be clean and treated in compliance with health department recommendations.	Ala. Code §§38-7-1 through -17	0
660-5-25-.06(4)(b)11(v)	Space	(v) When a wading structure (less than 2 feet in depth) is available to the children, there <u>shall</u> be continuous supervision by at least two adult caregivers.	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-25-.06(4)(b)11(v)	Space	The wading pool <u>shall</u> be filled with clean water prior to each day's usage.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(4)(b)11(v)	Space	The wading pool <u>shall</u> be emptied at the end of each day.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(4)(b)11(vi)	Space	(vi) The group day care home <u>shall</u> have on file written, signed permission from each child's parent(s)/guardian(s) to allow participation in swimming or wading activities.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(4)(b)11(vii)	Space	(vii) The operator/caregiver <u>shall</u> provide the parent(s)/guardian(s) with a written statement of pool regulations and qualifications of staff who will supervise swimming or wading.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(4)(c)1	Safety	1. The children <u>shall</u> be visually supervised at all times.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(4)(c)2	Safety	2. The home and grounds <u>shall</u> be free from anything which constitutes a danger or hazard...	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(4)(c)2	Safety	Safeguards <u>shall</u> be provided against potential hazards, such as but not limited to:	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(4)(c)3	Safety	3. All poisons and items labeled "Keep out of the reach of children" <u>shall</u> be kept in a locked cabinet.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(4)(c)4	Safety	4. Animals that could pose a threat to the health and safety of the children <u>shall</u> be kept in an area away from the children.	Ala. Code §§38-7-1 through -17	1

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660-5-25-.06(4)(c)4	Safety	A certificate of rabies vaccination <u>shall</u> be on file for any animal on the premises required by law to be vaccinated.	Ala. Code §§38-7-1 through -17§§3-7a-1 through 3-7a-16	0
660-5-25-.06(4)(c)4	Safety	Animals or breeds of animals which have shown aggressive behavior, <u>shall not</u> be kept on the premises.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(4)(c)5	Safety	5. All exposed electrical outlets in rooms used for the care of children <u>shall</u> have protective covers.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(4)(c)5	Safety	Covers <u>shall</u> be large enough to prevent being swallowed.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(4)(c)6	Safety	6. A smoke detector, powered by the home's electrical service, <u>shall</u> be located within 10 feet of each bedroom and no more than 30 feet apart in hallways.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(4)(c)6	Safety	In a two-story house (upstairs or basement) an additional smoke detector <u>shall</u> be located at the head of the stairway.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(4)(c)7	Safety	7. A fire extinguisher with at least a 2A-10BC rating <u>shall</u> be located in an accessible area of the home.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(4)(c)7	Safety	The fire extinguisher <u>shall</u> be a dry chemical type, no less than 5 pounds in weight.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(4)(c)8	Safety	8. All approved exits <u>shall</u> be maintained in unobstructed, easily traveled condition at all times children are present.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(4)(c)9	Safety	9. All bathroom doors and doors of all other rooms accessible to children which have locks <u>shall</u> have available a device to allow the door to be opened from the outside in case of emergency.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(4)(c)9	Safety	The device used to open locked doors <u>shall</u> be readily accessible to caregivers.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(4)(c)9	Safety	Locks which would prevent children from exiting a room are <u>prohibited</u> .	Ala. Code §§38-7-1 through -17	1

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660-5-25-.06(4)(c)10	Safety	10. Any stairway or steps in the home <u>shall</u> be maintained in a safe condition at all times.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(4)(c)10	Safety	Landings, steps, and stairs <u>shall</u> be provided with handrails installed at child height.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(4)(c)10	Safety	Stairways and steps in areas of the home accessible to children under three years <u>shall</u> have safety gates installed to prevent falling.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(4)(c)11	Safety	11. Hot tubs <u>shall</u> be drained or safely covered during the hours of child care.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(4)(c)12	Safety	12. Clear glass doors, such as patio type doors and storm doors, <u>shall</u> be plainly marked at children's eye level to prevent accidental impact.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(4)(c)13	Safety	13. Smoking is <u>prohibited</u> in the presence of children.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(4)(c)14	Safety	14. All video recordings, reading materials, etc., of a sexually explicit nature, or with violent or frightening content <u>shall</u> be kept in an area inaccessible to children.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(4)(d)1	Emergency Procedures	1. The group day care home <u>shall</u> have a working telephone.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(4)(d)2	Emergency Procedures	2. The operator <u>shall</u> maintain a listing of names and telephone numbers, posted by the telephone for ready reference in emergency situations.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(4)(d)2	Emergency Procedures	The listing <u>shall</u> include:	Ala. Code §§38-7-1 through -17	0
660-5-25-.06(4)(d)3	Emergency Procedures	3. A written plan for the evacuation and/or care of the children in case of fire, tornado, serious accident or injury, or power failure <u>shall</u> be established and posted.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(4)(d)3	Emergency Procedures	The operator/caregiver <u>shall</u> inform any assistant and substitute caregivers of his/her duties and responsibilities in case of emergency.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(4)(d)3	Emergency Procedures	A fire drill program <u>shall</u> be established and practiced monthly to assure prompt evacuation of the home in case of emergency.	Ala. Code §§38-7-1 through -17,	0

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			§38-7B-1§§36-19-1 through 36-19-32	
660-5-25-.06(4)(d)4	Emergency Procedures	4. A statement, signed by the child's parent(s), or guardian(s) authorizing emergency medical care during the hours of care, shall be in the child's file in the home prior to attendance.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(5)(a)1	Personal Health	1. Initially, the applicant/operator shall provide a medical report from a licensed practicing medical doctor or a physician's assistant.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(5)(a)1	Personal Health	The initial report shall be dated within six months prior to licensing and shall document the date and result of a tuberculin skin test or chest x-ray.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(5)(a)1	Personal Health	The medical report shall attest to the physical and mental suitability of the applicant/operator/caregiver to care for children and the person's freedom from infectious and contagious diseases.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(5)(a)1	Personal Health	The statement shall be signed by the licensed practicing medical doctor or the physician's assistant and shall be on file with the Department.	Ala. Code §§38-7-1 through -17	2
660-5-25-.06(5)(a)1	Personal Health	A copy of the medical statement shall be kept by applicant/operator/caregiver for the group day care home file.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(5)(a)2	Personal Health	2. At least every four years after the initial doctor's medical report is provided to the Department, the operator/caregiver shall obtain a report from a licensed practicing medical doctor...	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(5)(a)3	Personal Health	3. A medical report from a licensed practicing medical doctor or a physician's assistant shall be submitted initially and at least every four years thereafter...	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(5)(a)3	Personal Health	Each report shall indicate the persons's physical condition and freedom from infectious and contagious diseases.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(5)(a)4	Personal Health	4. A medical report from a licensed practicing medical doctor or a physician's assistant shall be submitted initially and at least every four years thereafter...	Ala. Code §§38-7-1 through -17	1

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660-5-25-.06(5)(a)4	Personal Health	Each report <u>shall</u> indicate the person's physical condition and freedom from infectious and contagious diseases.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(5)(a)5	Personal Health	5. An operator/caregiver or assistant caregiver who shows indications of a physical, emotional, or mental conditions which could be detrimental to the children in care or which would prevent satisfactory performance of duties <u>shall not</u> continue giving care...	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(5)(a)6	Personal Health	6. The Department representative <u>shall</u> require an additional medical or psychological evaluation, if a change in the condition of the operator/caregiver or assistant caregiver is evident.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(5)(a)6	Personal Health	A release to allow the Department representative to confer directly with the doctor, <u>shall</u> be provided by the operator/caregiver upon request.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(5)(b)1	Qualifications of the Operator/Caregiver	Three references <u>shall</u> also be provided for all adult household members who have contact with the children.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(5)(b)2	Qualifications of the Operator/Caregiver	2. The operator/caregiver <u>shall</u> be at least 19 years of age and <u>shall</u> have a high school diploma or GED.	Ala. Code §§38-7-1 through -17	2
660-5-25-.06(5)(b)2	Qualifications of the Operator/Caregiver	Prior to licensing, the operator/caregiver <u>shall</u> obtain at least 16 clock hours of on-site training in a facility approved by the Department.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(5)(b)3	Qualifications of the Operator/Caregiver	3. The operator/caregiver <u>shall</u> have or <u>shall</u> obtain training in child development through participation in workshops, meetings, or one to one consultation.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(5)(b)3	Qualifications of the Operator/Caregiver	Documentation of 6 hours of training every 2 years <u>shall</u> be submitted to the Department.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(5)(b)4	Qualifications of the Operator/Caregiver	4. The operator/caregiver <u>shall not</u> work outside the home or attend school during the hours of child care, and no other activities that take time and attention away from the children <u>shall</u> be performed in the home during the hours of child care.	Ala. Code §§38-7-1 through -17	2
660-5-25-.06(5)(b)4	Qualifications of the Operator/Caregiver	Household duties related to the care of the children <u>shall</u> be performed as necessary.	Ala. Code §§38-7-1 through -17	1

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660-5-25-.06(5)(c)1	Licensed Capacity and Ratio of Caregivers to Children	1. The group day care home <u>shall</u> be licensed for no more than 12 children. The number and age range of the day or nighttime children shall conform to that which is specified on the license.	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-25-.06(5)(c)1(i)	Licensed Capacity and Ratio of Caregivers to Children	(i) The number of children present in the home <u>shall not</u> exceed the licensed capacity for any part of the day.	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-25-.06(5)(c)1(ii)	Licensed Capacity and Ratio of Caregivers to Children	(ii) Drop-in and part-time children <u>shall</u> be counted in the licensed capacity regardless of the length of time they are present.	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-25-.06(5)(c)1(ii)	Licensed Capacity and Ratio of Caregivers to Children	These children <u>shall</u> meet the same requirements as full-time children.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(5)(c)1(iii)	Licensed Capacity and Ratio of Caregivers to Children	(iii) Related children who do not live with the operator/caregiver 24 hours a day <u>shall</u> be included in the licensed capacity.	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-25-.06(5)(c)2	Licensed Capacity and Ratio of Caregivers to Children	2. An assistant caregiver <u>shall</u> be present in the home whenever seven or more children are present.	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-25-.06(5)(d)1	Qualifications of Assistant Caregivers and Substitute Caregivers	1. The assistant caregiver <u>shall</u> be at least 19 years of age and able to read and write.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(5)(d)1	Qualifications of Assistant Caregivers and Substitute Caregivers	They <u>shall</u> be competent to understand and carry out emergency procedures.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(5)(d)1	Qualifications of Assistant Caregivers and Substitute Caregivers	The assistant caregiver <u>shall</u> receive at least 16 clock hours of training in child care during the first six months of employment.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(5)(d)2	Qualifications of Assistant Caregivers and Substitute Caregivers	2. Substitute caregivers <u>shall</u> be at least 19 years of age and able to read and write.	Ala. Code §§38-7-1 through -17	1

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660-5-25-.06(5)(d)2	Qualifications of Assistant Caregivers and Substitute Caregivers	They <u>shall</u> be available to assist in emergency situations or when the operator/caregiver is unavailable.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(5)(d)3	Qualifications of Assistant Caregivers and Substitute Caregivers	3. Assistant and substitute caregivers <u>shall</u> be approved by the Department representative.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(5)(d)3	Qualifications of Assistant Caregivers and Substitute Caregivers	Medical reports and three references verifying the character and suitability of the caregivers <u>shall</u> be made available to the Department representative and <u>shall</u> be kept on file in the group day care home.	Ala. Code §§38-7-1 through -17	2
660-5-25-.06(5)(e)1	Staff Training	1. The operator/caregiver <u>shall</u> share information received in workshops, through consultation, etc., with assistant caregivers.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(5)(e)1	Staff Training	In addition, all caregiving staff <u>shall</u> read the Minimum Standards for Group Day Care and Group Nighttime Homes and <u>shall</u> be informed of emergency procedures.	Ala. Code §§38-7-1 through -17	2
660-5-25-.06(6)(a)1(i)	Medical reports and immunizations	(i) Each child under five years of age <u>shall</u> have, within 12 months prior to admission, a physical examination or medical screening or assessment (such as MediKids).		
660-5-25-.06(6)(a)1(i)	Medical reports and immunizations	The physical examination <u>shall</u> be performed by a licensed, practicing medical doctor, other medical personnel...	45 C.F.R. §§1355.10 through 1355.59, Ala. Code §§38-7-1 through -17	0
660-5-25-.06(6)(a)1(i)	Medical reports and immunizations	Documentation of availability and frequency of consultation <u>shall</u> be in written form.	45 C.F.R. §§1355.10 through 1355.59, Ala. Code §§38-7-1 through -17	0
660-5-25-.06(6)(a)1(ii)	Medical reports and immunizations	(ii) Effective July 1, 1993, each child under five years of age and five year olds who are not enrolled in public/private school kindergarten <u>shall</u> have	Ala. Code §§38-7-1 through -17,	0

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		an unexpired State of Alabama Certificate of Immunization (ADPH-F-IMM-50) on file in the home prior to the child's admission or one of the following conditions shall be met:	§§16-30-1 through 16-30-5	
660-5-25-.06(6)(a)1(ii)(I)	Medical reports and immunizations	(I) An unexpired Alabama Certificate of Medical Exemption (ADPH-F-IMM-50) shall be on file in the home; or	Ala. Code §§38-7-1 through -17, §§16-30-1 through 16-30-5	0
660-5-25-.06(6)(a)1(ii)(II)	Medical reports and immunizations	(II) Where immunizations are waived on religious grounds, an Alabama Certificate of Religious Exemption (ADPH-F-IMM-50) shall be on file on the home.	Ala. Code §§38-7-1 through -17, §§16-30-1 through 16-30-5	0
660-5-25-.06(6)(a)1(iii)	Medical reports and immunizations	(iii) In situations where medical services are not available, written verification of appointment to receive the medical examination shall be substituted for no more than three months, and shall be on file in the home.	45 C.F.R. §§1355.10 through 1355.59, Ala. Code §§38-7-1 through -17	0
660-5-25-.06(6)(a)1(iv)	Medical reports and immunizations	(iv) Before a child with special needs such as a mental or physical handicap or a medical condition is received for care, the operator/caregiver shall receive a statement signed by a licensed physician...	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(a)2(i)	Medication	(i) If medication (prescription or over-the-counter) is to be administered by the operator/caregiver, it shall be given or applied only with prior written permission from a parent(s)/guardian(s).	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(a)2(ii)	Medication	(ii) Medication shall be kept in the original container, stored according to instructions and clearly labeled with the child's name.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(a)2(iii)	Medication	(iii) The operator/caregiver shall keep all medications including over-the-counter medications, and medication belonging to household members in a locked cabinet or a locked box.	Ala. Code §§38-7-1 through -17	1

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660-5-25-.06(6)(a)2(iv)	Medication	(iv) All children's medication <u>shall</u> be returned to the parent(s)/guardian(s) or disposed of properly when no longer needed.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(a)2(v)	Medication	(v) The operator/caregiver <u>shall</u> give or apply the medication according to the instructions provided by the parent(s)/guardian(s) or the child's physician.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(a)2(v)	Medication	The operator/caregiver <u>shall</u> maintain a written record of the time and amount of medication given or applied.	Ala. Code §§38-7-1 through -17	0
660-5-25-.06(6)(a)2(vi)	Medication	(vi) Prescription medication <u>shall</u> have a pharmacy label indicating the physician's name, child's name, instructions, and the name of the medication.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(a)3(i)	Sanitation	(i) The group care home, its furnishings, and premises <u>shall</u> be maintained in a clean and safe condition to provide a healthful environment for the general welfare of children.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(a)3(ii)	Sanitation	(ii) The home and premises <u>shall</u> be kept free of standing water.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(a)3(iii)	Sanitation	(iii) The home <u>shall</u> be maintained so as to prevent and/or eliminate rodent and insect infestation.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(a)3(iv)	Sanitation	(iv) Any doorway, window, or other opening to the outside used for ventilation <u>shall</u> be equipped with screening in good repair to prevent insects from entering the home.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(a)3(v)	Sanitation	(v) Each sink, bathroom, or other water fixture used by the children <u>shall</u> be supplied with safe water from an approved source.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(a)3(v)	Sanitation	Water <u>shall</u> be supplied from a public water system or from a private system which meets the requirements of the local health department.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(a)3(vi)	Sanitation	(vi) Sewage and other water-carried wastes <u>shall</u> be disposed of through a municipal sewer system or into a private system which <u>shall</u> meet requirements of the local health department.	Ala. Code §§38-7-1 through -17	0

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660-5-25-.06(6)(a)3(vii)	Sanitation	(vii) Garbage and trash <u>shall</u> be removed at intervals to prevent creating a nuisance or a menace to health.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(a)3(vii)	Sanitation	Garbage <u>shall</u> be stored in fly-proof and watertight containers with tight-fitting covers.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(a)3(viii)	Sanitation	(viii) Sick children <u>shall not</u> be accepted for care.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(a)3(viii)	Sanitation	When a child becomes sick during care, he/she <u>shall</u> be isolated from the other children, in an area that allows for supervision and comfort until the child can be picked up.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(a)3(viii)	Sanitation	All bedding, toys, equipment, and bathroom fixtures used by a sick child or household members <u>shall</u> be cleaned and disinfected before being used by another child.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(a)3(ix)	Sanitation	(ix) Handwashing sinks <u>shall</u> be supplied with warm running water.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(a)3(ix)	Sanitation	Hot water temperatures in sinks accessible to the children <u>shall not</u> exceed 120°.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(a)3(ix)	Sanitation	Paper towels or single use cloth towels <u>shall</u> be provided for hand drying.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(a)4(i)	Toileting and Diapering	(i) Bathroom facilities <u>shall</u> be clean and adapted for the comfort and safety of the children.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(a)4(i)	Toileting and Diapering	Stools with nonskid legs <u>shall</u> be available for handwashing and toileting.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(a)4(i)	Toileting and Diapering	If potty chairs are used, they <u>shall</u> be emptied into the toilet, washed and disinfected after each use.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(a)4(ii)	Toileting and Diapering	(ii) Bathroom fixtures including toilet, sink, counter surfaces, and floors <u>shall</u> be cleaned and disinfected daily.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(a)4(ii)	Toileting and Diapering	More frequent cleaning <u>shall</u> be done as necessary.	Ala. Code §§38-7-1 through -17	1

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660-5-25-.06(6)(a)4(iii)	Toileting and Diapering	(iii) The diapering area <u>shall</u> be covered with disposable paper which is changed after each use, or <u>shall</u> have a washable surface which is cleaned and disinfected after each use.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(a)4(iv)	Toileting and Diapering	(iv) Disposable diapers <u>shall</u> be placed in a covered container with plastic liner out of the reach of the children.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(a)4(v)	Toileting and Diapering	(v) Cloth diapers <u>shall</u> be rinsed in the toilet if soiled and placed in a plastic bag out of reach of the children.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(a)4(vi)	Toileting and Diapering	(vi) Caregivers <u>shall</u> wash hands thoroughly after each diaper change.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(a)4(vi)	Toileting and Diapering	The diapering area <u>shall</u> be located as near as possible to a sink but not in the kitchen.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(a)4(vi)	Toileting and Diapering	Paper towels or single use cloth towels <u>shall</u> be provided for hand drying.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(a)4(vii)	Toileting and Diapering	(vii) Children <u>shall not</u> be left unattended during diapering.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(a)4(viii)	Toileting and Diapering	(viii) The operator/caregiver <u>shall</u> work with the parent(s)/guardian(s) on when to begin toilet training procedures.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(a)4(viii)	Toileting and Diapering	Toilet training <u>shall not</u> be started until a child has been in the home long enough to feel comfortable.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(a)4(viii)	Toileting and Diapering	The child <u>shall</u> be able to communicate his needs and understand what is asked of him/her.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(a)4(viii)	Toileting and Diapering	The operator/caregiver <u>shall</u> consult with parent(s)/guardian(s) on their effort in toilet training to ensure a consistent and relaxed toilet training process.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(a)4(viii)	Toileting and Diapering	No child <u>shall</u> be made to sit on the potty or toilet for more than five minutes.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(a)5(i)	Rest/Sleep	(i) Infants, toddlers, and preschool children <u>shall</u> have a period of rest/sleep each day, according to their individual needs.	Ala. Code §§38-7-1 through -17	1

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660-5-25-.06(6)(a)5(i)	Rest/Sleep	School-age children <u>shall</u> be allowed to rest/sleep if needed, but <u>shall not</u> be <u>required</u> to do so.	Ala. Code §§38-7-1 through -17	2
660-5-25-.06(6)(a)5(ii)	Rest/Sleep	(ii) The group day care home <u>shall</u> provide cribs and/or cots for children who rest/sleep during hours of care.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(a)5(ii)	Rest/Sleep	The cots <u>shall</u> be clean and sanitary and free of hazards at all times and <u>shall</u> be of such quality as to ensure good sleeping posture.	Ala. Code §§38-7-1 through -17	2
660-5-25-.06(6)(a)5(ii)	Rest/Sleep	Coverings <u>shall</u> be appropriate to the season and <u>shall</u> be made of materials commonly used for bed linen.	Ala. Code §§38-7-1 through -17	2
660-5-25-.06(6)(a)5(ii)	Rest/Sleep	Sheets and covers <u>shall</u> be laundered weekly or more often, when soiled.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(a)5(ii)	Rest/Sleep	Each child <u>shall</u> have his/her own bedding.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(a)5(ii)	Rest/Sleep	Clean bedding <u>shall</u> be supplied prior to use by another child.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(a)5(iii)	Rest/Sleep	(iii) All children under 12 months of age <u>shall</u> sleep alone in a crib.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(a)5(iii)	Rest/Sleep	All children between 12 and 18 months of age <u>shall</u> sleep alone in a crib or on a low cot.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(a)5(iii)	Rest/Sleep	Children over 18 months <u>shall</u> sleep alone on a cot.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(a)5(iv)	Rest/Sleep	(iv) After a child has rested for a reasonable period of time he/she <u>shall</u> be allowed to get up and occupy himself/herself with quiet activities.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(a)6(i)	Health Reporting	(i) The operator/caregiver <u>shall</u> promptly report any accident, suspected illness, or other changes observed in the child's health, to the parent.	Ala. Code §§38-7-1 through -17	0
660-5-25-.06(6)(a)6(ii)	Health Reporting	(ii) If a communicable disease occurs among the children in the home, the operator/caregiver <u>shall</u> notify the parent(s)/guardian(s) of each exposed child immediately so that the child may be observed for symptoms of disease.	Ala. Code §§38-7-1 through -17	0

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660-5-25-.06(6)(a)6(iii)	Health Reporting	(iii) The operator/caregiver <u>shall</u> report in writing any injury or serious contagious illness occurring while the child is in care, requiring professional medical attention, to the Department within five days of occurrence.	Ala. Code §§38-7-1 through -17	0
660-5-25-.06(6)(a)6(iv)	Health Reporting	(iv) Each child <u>shall</u> be observed for illness and/or injuries upon his/her arrival at the group day care home or group nighttime home, and if possible, <u>shall</u> be observed in the presence of the parent/guardian.	Ala. Code §§38-7-1 through -17	0
660-5-25-.06(6)(a)6(iv)	Health Reporting	The operator/caregiver is <u>required</u> by law, to report known or suspected child abuse or neglect to the County Department of Human Resources or the local chief of police, or county sheriff.	Ala. Code §§38-7-1 through -17, §§ 26-14-1 through 26-14-13	0
660-5-25-.06(6)(a)6(iv)	Health Reporting	The report <u>shall</u> be made immediately by telephone or direct oral communication, followed by a written report, containing all known information.	Ala. Code §§38-7-1 through -17, §§ 26-14-1 through 26-14-13	0
660-5-25-.06(6)(a)6(iv)	Health Reporting	The operator/caregiver <u>shall</u> cooperate with Department personnel on any child abuse or neglect investigation, including providing information to workers and allowing access to children and records.	Ala. Code §§38-7-1 through -17	0
660-5-25-.06(6)(b)1	Activities	1. The operator/caregiver <u>shall</u> plan a balanced daily program of activities appropriate to the number and ages of the children.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(b)1	Activities	A written plan of activities <u>shall</u> be posted each week.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(b)1	Activities	Plans <u>shall</u> include such activities as stories, creative art, rhythm and music, building and manipulative toys, dramatic play or make believe games, science experiences, water play, climbing, and sand and digging.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(b)1	Activities	There <u>shall</u> be periods of quiet play and periods of active play.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(b)1	Activities	Time for listening and talking with children <u>shall</u> be included daily.	Ala. Code §§38-7-1 through -17	1

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660-5-25-.06(6)(b)2	Activities	2. Television may be used to supplement and enhance the daily plan for the children, but viewing <u>shall</u> be limited to children's programs.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(b)2	Activities	Videos <u>shall</u> be viewed by the operator/caregiver for appropriateness prior to being seen by the children.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(b)2	Activities	No child <u>shall</u> be <u>required</u> to watch television.	Ala. Code §§38-7-1 through -17	0
660-5-25-.06(6)(b)3	Activities	3. When children participate in field trips, there <u>shall</u> be a written plan including destination, adults and children involved, and transportation arrangements.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(b)3	Activities	Written permission <u>shall</u> be obtained from the parent(s)/guardian(s) before each field trip.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(b)4	Activities	4. Except in extremely inclement weather, there <u>shall</u> be outdoor play each day for the children, including infants and toddlers.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(b)5	Activities	5. All activities <u>shall</u> be planned for positive development of the children. Potentially harmful activities shall be avoided.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(c)1	Equipment	1. All equipment <u>shall</u> be sturdy, safe, and clean.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(c)1	Equipment	Unsafe equipment <u>shall</u> be repaired or removed from the home or play yard.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(c)2	Equipment	2. The operator/caregiver <u>shall</u> provide a variety of toys, games, and other play equipment appropriate to the ages and interests of the children in care.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(c)2	Equipment	Shelves or cabinets <u>shall</u> be provided so that toys can be stored in an orderly way.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(c)3	Equipment	3. Variety of outdoor equipment <u>shall</u> be available.	Ala. Code §§38-7-1 through -17	1

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660-5-25-.06(6)(c)3	Equipment	Climbers, swings, and other large equipment <u>shall</u> be securely anchored and placed over grass, sand, or other soft surfaces instead of concrete or asphalt.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(d)	Discipline	(d) The caregivers <u>shall</u> use positive methods of discipline which encourage self-control, self-direction, self-esteem, and cooperation.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(d)	Discipline	The play area <u>shall</u> be arranged to ensure the safety of each child and lessen the opportunity for inappropriate behavior.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(d)	Discipline	Disciplinary practices <u>shall</u> be according to the following requirements:	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(d)1	Discipline	1. Limits or rules <u>shall</u> be understandable to the children.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(d)2	Discipline	2. Expected behavior <u>shall</u> be on the child's level.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(d)3	Discipline	3. A kind, firm voice <u>shall</u> be used.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(d)4	Discipline	4. Discipline <u>shall</u> be consistent and fair.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(d)5	Discipline	5. Discipline <u>shall not</u> be associated with food, naps, or bathroom procedures.	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0
660-5-25-.06(6)(d)6	Discipline	6. No corporal/physical punishment <u>shall</u> be used.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(d)7	Discipline	7. Discipline <u>shall not</u> be carried out in a humiliating, shaming, or frightening manner.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(d)8	Discipline	8. Discipline <u>shall</u> be related to the behavior and shall be carried out as soon as possible after the misbehavior.	Ala. Code §§38-7-1 through -17	1

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660-5-25-.06(6)(d)9	Discipline	9. No verbal abuse, threats or derogatory remarks about the child or his/her family <u>shall</u> be used.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(d)10	Discipline	10. Discipline carried out by the child's peers <u>shall not</u> be allowed or encouraged.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(e)	Transportation	(e) The operator <u>shall</u> adhere to the following requirements regarding the transportation of children:	Ala. Code §§38-7-1 through -17	0
660-5-25-.06(6)(e)1	Transportation	1. The caregiver <u>shall not</u> transport children in a vehicle without the written consent of the parent(s)/guardian(s).	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(e)2	Transportation	2. The caregiver <u>shall</u> use federally approved car seats, which are properly installed and maintained, when transporting children under three years of age.	Ala. Code §§38-7-1 through -17, §32-5-222	0
660-5-25-.06(6)(e)3	Transportation	3. Children age 3 and older <u>shall</u> be secured in an individual seat belt or in federally approved car seats of the appropriate size.	Ala. Code §§38-7-1 through -17, Ala. Code §32-5b-1 through 32-5b-8, §32-5-222	0
660-5-25-.06(6)(e)4	Transportation	4. Children <u>shall not</u> be left unattended in a vehicle.	Ala. Code §§38-7-1 through -17, Ala. Code §13A-11-290	0
660-5-25-.06(6)(e)5	Transportation	5. The driver <u>shall</u> have a valid driver's license and shall also be secured in a seat belt, whenever children in care are being transported.	Ala. Code §§38-7-1 through -17, §32-6-1, Ala. Code 32-5b-1 through 32-5b-8	0
660-5-25-.06(6)(e)6	Transportation	6. There <u>shall</u> be an adult in addition to the driver whenever 7 or more children are being transported.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(e)7	Transportation	7. All adults and children <u>shall</u> be secured in a seat belt.	Ala. Code §§38-7-1 through -17,	0

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			Ala. Code 32-5b-1 through 32-5b-8	
660-5-25-.06(6)(e)8	Transportation	8. Written transportation plans <u>shall</u> be submitted to the Department.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(f)	Nutritional Needs	(f) The operator <u>shall</u> provide a nutritious meal and snacks each day for the children in care.	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0
660-5-25-.06(6)(f)	Nutritional Needs	Meals and snacks <u>shall</u> be planned in accordance with USDA guidelines.	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17,	0
660-5-25-.06(6)(f)1	Nutritional Needs	1. Mid-morning, mid-afternoon and bedtime snacks <u>shall</u> be available as needed and shall consist of at least two of the following four choices:	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0
660-5-25-.06(6)(f)2	Nutritional Needs	2. A meal <u>shall</u> be provided for children in care and shall consist of at least the following:	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0
660-5-25-.06(6)(f)3	Nutritional Needs	3. Formula or food for infants and other special diets recommended or prescribed by a physician, <u>shall</u> be prepared as directed or provided by the parent(s)/guardian(s).	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0

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660-5-25-.06(6)(f)3	Nutritional Needs	Special foods for children <u>shall</u> be clearly labeled with the child's name and stored as directed.	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0
660-5-25-.06(6)(f)4	Nutritional Needs	4. Breakfast <u>shall</u> be served to children who go directly to school from nighttime care, unless breakfast is provided by the school or by the parent(s)/guardian(s).	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0
660-5-25-.06(6)(f)4	Nutritional Needs	Breakfast <u>shall</u> consist of at least the following:	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0
660-5-25-.06(6)(f)5	Nutritional Needs	5. Fluid milk <u>shall</u> be served.	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0
660-5-25-.06(6)(f)5	Nutritional Needs	No powdered milk <u>shall</u> be used for drinking.	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0
660-5-25-.06(6)(f)6	Nutritional Needs	6. Menus <u>shall</u> be planned at least one week in advance and posted for parents to see.	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0
660-5-25-.06(6)(f)7	Nutritional Needs	7. Water <u>shall</u> be offered to the children several times a day.	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0

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660-5-25-.06(6)(g)1	Meal Service	1. Caregivers and children <u>shall</u> wash their hands before eating or preparing foods.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(g)1	Meal Service	Disposable paper or single use cloth towels <u>shall</u> be provided for drying hands.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(g)2	Meal Service	2. Feeding chairs <u>shall</u> be provided for infants.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(g)2	Meal Service	Child-size tables and chairs <u>shall</u> be provided for preschool children.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(g)2	Meal Service	Feeding chairs and tables on which food is served <u>shall</u> be thoroughly cleaned prior to and after snacks and meals.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(g)2	Meal Service	Each child's food <u>shall</u> be served from an individual dish.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(g)3	Meal Service	3. Napkins and forks and/or spoons <u>shall</u> be provided for children who feed themselves.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(g)4	Meal Service	4. All formula and food brought from home <u>shall</u> be labeled with the child's name and properly stored.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(g)4	Meal Service	Milk and prepared formula <u>shall</u> be placed immediately in the refrigerator.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(g)4	Meal Service	Previously opened baby food jars <u>shall not</u> be accepted by the operator/caregiver.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(g)4	Meal Service	All formula remaining in the bottle after a feeding <u>shall</u> be discarded.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(g)5	Meal Service	5. Infants <u>shall</u> be held when fed from a bottle.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(g)5	Meal Service	Bottles <u>shall not</u> be propped.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(g)6	Meal Service	6. The size of servings <u>shall</u> be adequate to meet children's needs.	7 C.F.R. §226.1 through §226.27,	0

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			Ala. Code §§38-7-1 through -17	
660-5-25-.06(6)(g)6	Meal Service	Food, including dessert or milk, <u>shall not</u> be forced on or withheld from a child.	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0
660-5-25-.06(6)(h)1	Food Protection and Preparation	1. Food <u>shall</u> be in good condition and from an approved commercial source.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(h)2	Food Protection and Preparation	2. No home-canned foods <u>shall</u> be used.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(h)3	Food Protection and Preparation	3. Food <u>shall</u> be protected from contamination during storage, preparation, and serving.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(h)3	Food Protection and Preparation	Potentially hazardous foods, such as milk, eggs, meat, poultry or fish, <u>shall</u> be maintained at a temperature of 45° F or below except during necessary preparation.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(h)3	Food Protection and Preparation	A thermometer <u>shall</u> be placed in the refrigerator to assure proper temperature for food protection.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(h)3	Food Protection and Preparation	Foods prepared in advance of serving time <u>shall</u> be maintained at a safe temperature (below 45 degrees or above 140 degrees).	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(h)4	Food Protection and Preparation	4. All food preparation surfaces and utensils <u>shall</u> be thoroughly cleaned before use.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(h)5	Food Protection and Preparation	5. Once food has been served to a child, portions of leftover food <u>shall not</u> be served again.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(h)6	Food Protection and Preparation	6. Tableware cooking utensils, and all food contact surfaces <u>shall</u> be thoroughly cleaned after each use.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(h)7	Food Protection and Preparation	7. Containers of poisonous or toxic materials <u>shall</u> be clearly labeled for easy identification of contents.	Ala. Code §§38-7-1 through -17	1

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660-5-25-.06(6)(h)7	Food Protection and Preparation	Such materials <u>shall</u> be stored in a locked cabinet, inaccessible to children and away from food storage and preparation areas.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(h)8	Food Protection and Preparation	8. Live animals, including birds and turtles, <u>shall not</u> be allowed in food storage, food preparation, and/or food service areas.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(h)9	Food Protection and Preparation	9. Floors in food preparation and service areas <u>shall</u> be swept and/or vacuumed daily and mopped as required to maintain cleanliness.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(h)10	Food Protection and Preparation	10. Smoking <u>shall</u> be <u>prohibited</u> in areas of food storage, food preparation, and/or food service.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(i)1	Nighttime Care	1. A nightly schedule <u>shall</u> be planned for the hours the children are awake.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(i)2	Nighttime Care	2. The operator/caregiver <u>shall</u> work with the parent(s)/guardian(s) to provide consistency between the family and the nighttime group home bedtime routines.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(i)3	Nighttime Care	3. The scheduling of arrival and departure of children, and the grouping of children <u>shall</u> be arranged so that no child is deprived of sleep or has his/her sleep unnecessarily disrupted.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(i)4	Nighttime Care	4. The number of children in nighttime care <u>shall not</u> exceed the number of children for which the nighttime home is licensed.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(i)4	Nighttime Care	At least one adult in addition to the operator/caregiver <u>shall</u> be present whenever 7 or more children are present.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(i)5	Nighttime Care	5. Children <u>shall</u> have shower, tub, or sponge baths as needed for body cleanliness.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(i)5	Nighttime Care	When a bathtub is used, fresh water <u>shall</u> be provided for each use.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(i)5	Nighttime Care	Children <u>shall not</u> be left unattended in the bathtub.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(i)6	Nighttime Care	6. Cots, fitted with firm mattresses <u>shall</u> be provided for children who receive their regular night's sleep in the home.	Ala. Code §§38-7-1 through -17	1

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Rule Citation	Short Description	Regulatory Text	Statutory Authority	# of Discretionary Regulatory Restrictions
660-5-25-.06(6)(i)6	Nighttime Care	Cots <u>shall</u> be clean and sanitary and free of hazards and <u>shall</u> be of such quality as to ensure good sleeping posture.	Ala. Code §§38-7-1 through -17	2
660-5-25-.06(6)(i)6	Nighttime Care	Bedding <u>shall</u> be appropriate to the season.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(i)6	Nighttime Care	Sheets and covers <u>shall</u> be laundered weekly or more often when soiled.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(i)6	Nighttime Care	Each child <u>shall</u> have his/her own bedding.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(i)6	Nighttime Care	Bedding <u>shall</u> be changed prior to use by another child.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(i)7	Nighttime Care	7. All children under 12 months of age <u>shall</u> sleep alone in a crib.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(i)7	Nighttime Care	Children 12 to 18 months <u>shall</u> sleep alone in a crib or on a low cot fitted with a firm mattress.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(i)7	Nighttime Care	Preschool children <u>shall</u> sleep alone on cots fitted with firm mattresses.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(i)8	Nighttime Care	8. Sleepwear <u>shall</u> be clean and comfortable and labeled with the child's name.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(6)(i)9	Nighttime Care	9. Each child's toilet articles (such as combs, toothbrushes, etc.) <u>shall</u> be labeled with the child's name, kept separate, and in sanitary condition.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(7)(a)1	General Administrative Responsibilities of the Operator/Caregiver	1. The operator/caregiver <u>shall not</u> discuss or disclose personal information regarding children and facts learned about children and their relatives except:	45 C.F.R. 98, Ala. Code §§38-7-1 through -17	0
660-5-25-.06(7)(a)2	General Administrative Responsibilities of the Operator/Caregiver	2. The operator/caregiver <u>shall</u> maintain the prescribed minimum standards and regulations.	Ala. Code §§38-7-1 through -17	1

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660-5-25-.06(7)(a)2	General Administrative Responsibilities of the Operator/ Caregiver	The operator/ caregiver <u>shall</u> consult with the Department representative as needed for the benefit of care of the children.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(7)(a)3	General Administrative Responsibilities of the Operator/ Caregiver	3. An operating budget (actual or projected) <u>shall</u> be submitted initially to the Department representative.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(7)(a)3	General Administrative Responsibilities of the Operator/ Caregiver	There <u>shall</u> be financial resources available to provide for the satisfactory care of the children in care in regard to upkeep of the home and the provision of nutritious meals, safe play equipment, and <u>required</u> arrangements for comfortable rest/sleep.	Ala. Code §§38-7-1 through -17	2
660-5-25-.06(7)(a)4	General Administrative Responsibilities of the Operator/ Caregiver	4. A copy of the current license and most recent licensing evaluation for the group day care home or group nighttime home <u>shall</u> be posted in a conspicuous place in the home.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(7)(a)5	General Administrative Responsibilities of the Operator/ Caregiver	5. A daily attendance record <u>shall</u> be kept for children in care.	Ala. Code §§38-7-1 through -17	0
660-5-25-.06(7)(a)5	General Administrative Responsibilities of the Operator/ Caregiver	Documentation <u>shall</u> be provided showing that the assistant caregiver was present when 7 or more children were in the home.	Ala. Code §§38-7-1 through -17	0
660-5-25-.06(7)(a)5	General Administrative Responsibilities of the Operator/ Caregiver	This record <u>shall</u> be available for review by the Department representative.	Ala. Code §§38-7-1 through -17	0
660-5-25-.06(7)(b)	Reports to the Department	(b) Reports to the Department. The following reports are <u>required</u> :	Ala. Code §§38-7-1 through -17	0
660-5-25-.06(7)(b)1	Reports to the Department	1. Monthly reports <u>shall</u> be completed on the last working day of each month and submitted to the Department within five days on a specified form provided to the operator/ caregiver by the Department.	Ala. Code §§38-7-1 through -17	0
660-5-25-.06(7)(b)7	Reports to the Department	7. Serious damage, such as weather damage, fire damage, vandalism, etc., to the group day care home... <u>shall</u> be reported verbally within 24 hours...	Ala. Code §§38-7-1 through -17,	0

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			§§36-19-1 through 36-19-32	
660-5-25-.06(7)(c)1	Information Provided to Parent(s)/Guardian(s)	1. The operator/caregiver shall provide parent(s)/guardian(s) with a written statement of services to be provided by the operator/caregiver, and rules and policies of the home.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(7)(c)1	Information Provided to Parent(s)/Guardian(s)	A copy of this written statement shall be provided to the Department representative.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(7)(c)2	Information Provided to Parent(s)/Guardian(s)	2. Agreements shall be made between the parent(s)/guardian(s) and operator/caregiver pertaining to child-care practices...	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(7)(c)3	Information Provided to Parent(s)/Guardian(s)	3. Parent(s)/guardian(s) shall be informed of their right to visit and observe their child in the group day care home...	45 C.F.R. 98, Ala. Code §§38-7-1 through -17	0
660-5-25-.06(7)(c)4	Information Provided to Parent(s)/Guardian(s)	4. Parent(s)/guardian(s) shall be informed in writing regarding procedures they may use to make a complaint.	45 C.F.R. 98, Ala. Code §§38-7-1 through -17	0
660-5-25-.06(7)(c)4	Information Provided to Parent(s)/Guardian(s)	Parent(s)/guardian(s) shall also be informed of how they may obtain a copy of the Minimum Standards.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(7)(d)1	Information to be Obtained from Parent(s)/Guardian(s)	1. Pertinent information needed about the child's general health... shall be provided when a child is accepted for care.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(7)(d)2	Information to be Obtained from Parent(s)/Guardian(s)	2. Transportation arrangements for the child to and from the home shall be discussed with the operator/caregiver.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(7)(d)2	Information to be Obtained from Parent(s)/Guardian(s)	Written authorization of person(s) allowed to pick up the child shall be given to the operator/caregiver.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(7)(d)3	Information to be Obtained from Parent(s)/Guardian(s)	3. A written list of people to contact in an emergency if the parent(s)/guardian(s) cannot be reached shall be on file.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(7)(d)3	Information to be Obtained from Parent(s)/Guardian(s)	The list shall include person's name, address, telephone number and relationship to the child.	Ala. Code §§38-7-1 through -17	0

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660-5-25-.06(7)(d)4	Information to be Obtained from Parent(s)/Guardian(s)	4. Written permission allowing the operator/caregiver to transport the child if transportation is provided, shall be on file.	Ala. Code §§38-7-1 through -17	0
660-5-25-.06(7)(d)5	Information to be Obtained from Parent(s)/Guardian(s)	5. Written permission for use of the swimming pool and/or wading pool if this is available, shall be on file.	Ala. Code §§38-7-1 through -17	0
660-5-25-.06(7)(d)6	Information to be Obtained from Parent(s)/Guardian(s)	6. Written authorization for the operator/caregiver to obtain emergency medical care for the child if the parent cannot be reached shall be on file prior to the child's entering care.	Ala. Code §§38-7-1 through -17	0
660-5-25-.06(7)(e)1	Records to be Kept by Operator/Caregiver	1. There shall be three references on each assistant caregiver, substitute, and all adult household members.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(7)(e)1	Records to be Kept by Operator/Caregiver	Reference information on the operator/caregiver shall be maintained by the Department representative.	Ala. Code §§38-7-1 through -17	0
660-5-25-.06(7)(e)2	Records to be Kept by Operator/Caregiver	2. Medical reports on the assistant caregiver and any substitute caregiver shall be maintained.	Ala. Code §§38-7-1 through -17	0
660-5-25-.06(7)(e)3	Records to be Kept by Operator/Caregiver	3. Children's records shall contain medical forms, immunization certificates, transportation authorization...	Ala. Code §§38-7-1 through -17, §§16-30-1 through 16-30-5	0
660-5-25-.06(7)(e)4	Records to be Kept by Operator/Caregiver	4. The operator/caregiver shall maintain records on children and caregiving staff for at least 2 years after the child or staff member has left.	Ala. Code §§38-7-1 through -17	0
660-5-25-.06(7)(e)4	Records to be Kept by Operator/Caregiver	Copies of the report to the Department shall also be kept for 2 years.	Ala. Code §§38-7-1 through -17	0
660-5-25-.06(8)(a)	Character and Suitability Requirement	(a) All applicants and holders of a child-care license... must be suitable and of good moral character in order to operate or work...	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(8)(a)	Character and Suitability Requirement	All applicants shall be investigated to determine character and suitability to hold a license/permit or work in a child-care facility.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(8)(c)	Character and Suitability Requirement	(c) The criminal record on individuals must be reviewed, and will be a factor in determining the character and suitability...	Ala. Code §§38-7-1 through -17,	0

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			38-13-1 through 38-13-12	
660-5-25-.06(8)(c)1	Character and Suitability Requirement	1. All applicants for a license or six-month permit and all staff members ... must reveal on their application all past criminal convictions...	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12	0
660-5-25-.06(8)(c)2	Character and Suitability Requirement	2. The licensee or permit holder, and all staff members must advise the Department of all criminal convictions and/or...	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12	0
660-5-25-.06(8)(f)	Character and Suitability Requirement	(f) A good character and suitability review shall be conducted on all applicants for a license/permit, staff members, and all applicants...	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(9)(a)	Application for a License	Applications shall contain all information requested on the form, including the applicant's social security number.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(9)(d)2	Six-Month Permit	2. The Department's decision to issue a six-month permit shall be after the group home's prospective licensee has met the following:	Ala. Code §§38-7-1 through -17	8
660-5-25-.06(9)(e)	Demonstration Permit/License	A facility issued a demonstration permit or license shall operate in compliance with the established minimum standards...	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(9)(e)	Demonstration Permit/License	A facility granted a demonstration permit or license shall be entitled to a Department hearing as any other facility holding a regular permit...	Ala. Code §§38-7-1 through -17	0
660-5-25-.06(9)(f)1	Disposition of the Application	The license becomes effective on the date it is issued by the Department and it must be conspicuously displayed...	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(9)(g)1	Renewal of a License	1. Application for renewal of a license to continue operating a group day care home or a group nighttime home shall be made to the Department thirty days prior to the expiration date on the current license, and on forms prescribed by the Department.	Ala. Code §§38-7-1 through -17	1

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660-5-25-.06(10)(c)	Provisions of the License	(c) The number of children received in a group day care home or a group nighttime home <u>shall not</u> exceed the number and age limitations specified on the license for any part of the day.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(10)(f)	Provisions of the License	Such inspection <u>shall</u> be made at any reasonable time, without prior notice.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(10)(f)	Provisions of the License	This inspection <u>shall</u> include the entire facility.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(10)(g)	Provisions of the License	(g) No person <u>shall</u> hold a license for a group day care home and a license for a group nighttime home simultaneously without special permission by the County	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(12)(a)	Probationary Permit	During this six-month period, the child-care facility <u>shall</u> correct the items which were in noncompliance and report the corrections to the Department for determination of eligibility for a full license.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(14)(c)	Request for a Fair Hearing	(c) When a pre-revocation hearing has been held, a request for a fair hearing <u>must</u> be filed within 14 calendar days of the notice of revocation.	Ala. Code §§38-7-1 through -17	1
660-5-25-.06(14)(e)	Request for a Fair Hearing	(e) In all other situations where a pre-action hearing has not been held, a request for a fair bearing <u>must</u> be filed within 60 calendar days...	Ala. Code §§38-7-1 through -17	1
660-5-26-.01(9)	Day Care Licensure-Definitions	(9) Day Care Center. In the context of these regulations, day care <u>shall</u> begin no earlier than 5 a.m.	Ala. Code §§38-7-1 through -17	1
660-5-26-.01(9)	Day Care Licensure-Definitions	Nighttime care <u>shall</u> begin at 7 p.m.	Ala. Code §§38-7-1 through -17	1
660-5-26-.01(9)(d)	Day Care Licensure-Definitions	(d) Facilities operated for more than four hours a day...that such facilities <u>shall</u> meet local and state fire and health <u>requirements</u> ;	Ala. Code §§38-7-1 through -17, §§36-19-1 through 36-19-32	0
660-5-26-.01(9)(f)	Day Care Licensure-Definitions	(f) Special activities programs for children of lawful school age including...that local and state fire and health <u>requirements</u> are met.	Ala. Code §§38-7-1 through -17,	0

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			§§36-19-1 through 36-19-32	
660-5-26-.01(13)	Day Care Licensure-Definitions	(13) When the services are provided to a child in a licensed child care center, the individual <u>shall</u> present photographic identification verifying employment...	Ala. Code §§38-7-1 through -17	1
660-5-26-.01(22)	Day Care Licensure-Definitions	(22) When Special Education Services Staff...the individual <u>shall</u> present photographic identification verifying employment...	Ala. Code §§38-7-1 through -17	1
660-5-26.02(1)(a)	Day Care Licensure-Licensing Procedures	(a) Child care (day care or nighttime care) <u>shall not</u> be provided or advertised prior to issuance of a license, six-month permit, or approval.	Ala. Code §§38-7-1 through -17	1
660-5-26.02(1)(c)	Day Care Licensure-Licensing Procedures	(c) An application for a license to operate a child care center <u>shall</u> be made to the Department of Human Resources on the required form(s) and <u>shall</u> contain all information requested on the form(s).	Ala. Code §§38-7-1 through -17	2
660-5-26.02(1)(c)	Day Care Licensure-Licensing Procedures	A separate application <u>shall</u> be submitted for each proposed center.	Ala. Code §§38-7-1 through -17	1
660-5-26.02(1)(e)	Day Care Licensure-Licensing Procedures	(e) The Licensing Application Attachment <u>shall</u> be submitted to the Department, on the required form, prior to a license, six-month permit, or approval being issued.	Ala. Code §§38-7-1 through -17	1
660-5-26.02(1)(f)(4)	Day Care Licensure-Licensing Procedures	4. All applicants for a license or for renewal <u>shall</u> indicate on the application in the space provided whether the applicant chooses to participate in the QRIS...	Ala. Code §§38-7-1 through -17	1
660-5-26.02(1)(f)(4)	Day Care Licensure-Licensing Procedures	4. Participation in QRIS program is voluntarily, and the decision to be a non-participant <u>shall</u> have no effect on the license issued pursuant to these standards.	Ala. Code §§38-7-1 through -17	0
660-5-26.02(1)(f)(4)	Day Care Licensure-Licensing Procedures	4. The QRIS Star rating earned by a participating provider <u>shall</u> have no effect on the license issued pursuant to these standards.	Ala. Code §§38-7-1 through -17	0
660-5-26-.02(5)(a)	Day Care Licensure-Licensing Procedures	(a) Before a six-month permit is issued by the Department, all standards <u>shall</u> be met with the exception of one half of the required equipment...	Ala. Code §§38-7-1 through -17	1

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660-5-26-.02(5)(b)	Day Care Licensure-Licensing Procedures	(b) The total number of children in the care of the center at any given time... shall not exceed the number specified on the permit.	Ala. Code §§38-7-1 through -17	1
660-5-26-.02(5)(c)	Day Care Licensure-Licensing Procedures	(c) The age range of the children served shall not vary from the limits specified on the permit.	Ala. Code §§38-7-1 through -17	1
660-5-26-.02(5)(f)	Day Care Licensure-Licensing Procedures	(f) If the application is denied for failure to meet standards during the six-month permit period, the center shall not continue to operate.	Ala. Code §§38-7-1 through -17	1
660-5-26-.02(6)(a)	Day Care Licensure-Licensing Procedures	(a) Application for renewal of a license to continue operating a child care center shall be made to the Department at least thirty (30) calendar days...	Ala. Code §§38-7-1 through -17	1
660-5-26-.02(6)(c)	Day Care Licensure-Licensing Procedures	(c) If, upon inspection and re-examination, standards are not met, appropriate corrective or adverse action shall be instituted.	Ala. Code §§38-7-1 through -17	1
660-5-26-.02(8)(b)	Day Care Licensure-Licensing Procedures	(b) The total number of children in the care of the center at any given time... shall not exceed the number specified on the license...	Ala. Code §§38-7-1 through -17	1
660-5-26-.02(8)(c)	Day Care Licensure-Licensing Procedures	(c) The age range of the children served shall not vary from the limits specified on the license, permit, or approval.	Ala. Code §§38-7-1 through -17	1
660-5-26-.02(1)(c)	Day Care Licensure-Licensing Procedures	(c) An application for a license to operate a child care center shall be made to the Department of Human Resources on the required form(s) and shall contain all information requested on the form(s).	Ala. Code §§38-7-1 through -17	1
660-5-26-.02(1)(e)	Day Care Licensure-Licensing Procedures	(e) The Licensing Application Attachment shall be submitted to the Department, on the required form, prior to a license, six-month permit, or approval being issued.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(1)	Fire Inspection	(1) Prior to being issued an initial license, six-month permit, or approval, the applicant shall submit a written fire department inspection report...	Ala. Code §§38-7-1 through -17, §§36-19-1 through 36-19-32	0
660-5-26-.03(1)	Fire Inspection	Subsequent inspections may be requested... and must be updated at a minimum of every five (5) years.	Ala. Code §§38-7-1 through -17, §§36-19-1 through 36-19-32	0

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660-5-26-.03(1)	Fire Inspection	Copies of such inspection reports <u>shall</u> be submitted to the Department	Ala. Code §§38-7-1 through -17, §§36-19-1 through 36-19-32	0
660-5-26-.03(1)	Fire Inspection	Copies <u>shall</u> also be posted in the center.	Ala. Code §§38-7-1 through -17, §§36-19-1 through 36-19-32	0
660-5-26-.03(2)	Health Inspection	(2) Prior to being issued an initial license, six-month permit, or approval, the applicant <u>shall</u> submit a written health department inspection report to the Department of Human Resources.	Ala. Code §§38-7-1 through -17	0
660-5-26-.03(2)	Health Inspection	(2) If food is prepared at the center, a copy of a current health department food permit <u>shall</u> also be submitted.	Ala. Code §§38-7-1 through -17	0
660-5-26-.03(2)	Health Inspection	(2) If food is not prepared at the center, but is served by the center, the applicant <u>shall</u> obtain written approval...	Ala. Code §§38-7-1 through -17	0
660-5-26-.03(2)	Health Inspection	(2) Copies of such inspection reports <u>shall</u> be submitted to the Department.	Ala. Code §§38-7-1 through -17	0
660-5-26-.03(2)	Health Inspection	(2) Copies <u>shall</u> also be posted in the center.	Ala. Code §§38-7-1 through -17	0
660-5-26-.03(3)	Zoning Approval	(3) Prior to being issued an initial license, six-month permit, or approval, the applicant <u>shall</u> submit a written statement...	Ala. Code §§38-7-1 through -17	0
660-5-26-.03(3)	Zoning Approval	(3) If no zoning laws or ordinances are applicable, the applicant <u>shall</u> submit a written statement verifying he/she has checked...	Ala. Code §§38-7-1 through -17	0
660-5-26-.03(4)(a)	Indoor Area	(a) Activity areas to which the children in care are assigned <u>shall</u> be used exclusively by the children during operating hours.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(4)(a)	Indoor Area	(a) When lunchroom facilities are shared with other groups, children receiving center care <u>shall</u> be seated together...	Ala. Code §§38-7-1 through -17	1

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660-5-26-.03(4)(b)	Indoor Area	(b) There <u>shall</u> be at least 32 square feet of indoor activity space for each child.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(4)(b)	Indoor Area	Bathrooms, kitchens, isolation room, office, halls used as passageways, and storage areas <u>shall not</u> be considered...	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(4)(c)	Indoor Area	(c) Designated areas of indoor activity space <u>shall</u> be provided for each grouping of children.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(4)(d)(1)	Indoor Area	1. Bathrooms <u>shall</u> be located on the same floor level and under the same roof as activity areas.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(4)(d)(3)	Indoor Area	3. The toilets and handwashing sinks used by the children <u>shall</u> be child size in height, or <u>shall</u> be adjusted for easy use...	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(4)(e)	Indoor Area	(e) One handwashing sink with warm running water, soap, and disposable paper towels, <u>shall</u> be located in each room...	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(4)(f)	Indoor Area	(f) Space <u>shall</u> be provided for a child who becomes ill or is injured at the center	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(4)(f)	Indoor Area	(f) Items used by an ill child <u>shall</u> be disinfected before being used by another child.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(4)(g)(1)	Indoor Area	1. Each child <u>shall</u> have individual, labeled storage space.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(4)(g)(1)	Indoor Area	1. children age 2½ years and older, the space <u>shall</u> be at child level.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(4)(g)(2)	Indoor Area	2. Shelving, accessible to the children, <u>shall</u> be provided for the play equipment and supplies, in areas used by children.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(4)(g)(3)	Indoor Area	3. Storage space <u>shall</u> be provided for storage of teacher's supplies and reserve equipment.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(4)(g)(4)	Indoor Area	4. Shelving that can be tipped over by an adult <u>shall</u> be securely anchored, so that it does not pose a risk to children.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(4)(h)	Indoor Area	(h) Office space <u>shall</u> be provided for storage of records and to afford privacy for conferences.	Ala. Code §§38-7-1 through -17	1

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Rule Citation	Short Description	Regulatory Text	Statutory Authority	# of Discretionary Regulatory Restrictions
660-5-26-.03(4)(i)(1)	Indoor Area	1. Currently licensed centers that do not have air conditioning <u>shall</u> provide air conditioning by August 31, 2003.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(4)(i)(1)	Indoor Area	1. Heating and air conditioning <u>shall</u> be provided as appropriate to the season.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(4)(i)(2)	Indoor Area	2. The temperature <u>shall</u> be maintained between 68 and 82 degrees Fahrenheit.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(4)(i)(3)	Indoor Area	3. Thermometers <u>shall</u> be safe for children (no glass, mercury, or other hazardous material).	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(4)(i)(3)	Indoor Area	3. There <u>shall</u> be a thermometer in each area used by the children to monitor the temperature of the area	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(4)(i)(4)	Indoor Area	4. Outside windows that are opened <u>shall</u> be securely screened.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(4)(i)(5)	Indoor Area	5. Outside doors <u>shall</u> be kept closed.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(4)(i)(6)	Indoor Area	6. Lighting <u>shall</u> be maintained at a level that will enable the children to participate in center activities.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(4)(i)(7)	Indoor Area	7. During napping/resting, lighting <u>shall</u> be maintained at a level that will enable children to be visible.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(4)(j)	Indoor Area	(j) There <u>shall</u> be an operational telephone in the center for center business only	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(4)(j)	Indoor Area	(j) The Department <u>shall</u> be notified if the center's telephone is out of service.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(4)(j)	Indoor Area	(j) The Department <u>shall</u> be notified of any change in the center's telephone number.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(4)(k)(1)	Indoor Area	1. The center <u>shall</u> be free from apparent hazardous conditions.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(4)(k)(2)	Indoor Area	2. All flammable, poisonous and other hazardous substances... <u>shall</u> be kept under lock and key or combination lock.	Ala. Code §§38-7-1 through -17	1

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660-5-26-.03(4)(k)(2)	Indoor Area	2. All containers <u>shall</u> be labeled with the name of the substance or material it contains.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(4)(k)(3)	Indoor Area	3. No firearms or ammunition <u>shall</u> be kept or allowed in the center with the exception of law enforcement officers.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(4)(k)(4)	Indoor Area	4. Stairways used by the children <u>shall</u> have hand railings within child's reach.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(4)(k)(5)	Indoor Area	5. Clear glass doors <u>shall</u> be plainly marked at child level, to avoid accidental impact	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(4)(k)(6)	Indoor Area	6. Medicines and drugs for children or staff <u>shall</u> be kept under lock and key or combination lock, in a separate location away...	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(4)(k)(7)	Indoor Area	7. Barriers <u>shall</u> be erected around radiators, heaters, and fans that are accessible to the children.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(4)(k)(8)	Indoor Area	8. The covers <u>shall</u> be large enough to prevent being swallowed.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(4)(k)(8)	Indoor Area	8. Exposed electrical outlets <u>shall</u> have protective covers.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(4)(k)(9)	Indoor Area	9. Consumption or possession of alcohol or use of non-prescription narcotic or illegal substances is <u>prohibited</u> on the center premises...	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(4)(k)(10)	Indoor Area	10. Smoking or tobacco usage is <u>prohibited</u> on the center premises, as well as any vehicle used by the center...	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(4)(k)(11)	Indoor Area	11. Bio contaminants <u>shall</u> be:	Ala. Code §§38-7-1 through -17	0
660-5-26-.03(4)(k)(11)(i)	Indoor Area	(i) If stored inside the facility, <u>must</u> be disposed of in covered, plastic lined receptacle stored in a locked area.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(4)(k)(11)(i)	Indoor Area	The container <u>must</u> be labeled as bio contaminants.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(4)(k)(11)(ii)	Indoor Area	(ii) If stored outside the facility, <u>must</u> be disposed in a leak proof plastic bag that can be sealed and placed in a covered receptacle	Ala. Code §§38-7-1 through -17	1

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660-5-26-.03(5)	Day Care Licensure-Facilities	(5) The center <u>shall</u> be clean.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(5)(a)	Day Care Licensure-Facilities	(a) Cleaning <u>shall</u> be done daily.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(5)(a)	Day Care Licensure-Facilities	(a) Floors and bathroom fixtures <u>shall</u> be cleaned and disinfected daily or more often as needed.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(5)(a)	Day Care Licensure-Facilities	(a) Carpets <u>shall</u> be vacuumed daily.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(5)(b)	Day Care Licensure-Facilities	(b) Cleaning <u>shall not</u> interfere with children's activities.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(5)(c)	Day Care Licensure-Facilities	(c) Spills of body fluids, including blood, feces, nasal and eye discharges, saliva, urine, and vomit <u>shall</u> be cleaned up immediately.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(5)(c)	Day Care Licensure-Facilities	Staff <u>shall</u> wear gloves.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(5)(c)	Day Care Licensure-Facilities	Staff <u>shall</u> be careful not to get any of the fluid in their eyes, nose, mouth, or any open sores.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(5)(c)	Day Care Licensure-Facilities	Staff hands <u>must</u> be washed with soap and water after cleaning up spills	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(5)(d)	Day Care Licensure-Facilities	d) <u>Staff</u> shall clean and disinfect any surfaces, such as countertops and floors, on which body fluids have been spilled.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(5)(d)	Day Care Licensure-Facilities	d) Contaminated materials <u>shall</u> be discarded in a plastic bag that has been securely sealed and placed in the appropriate...	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(5)(e)(2)	Day Care Licensure-Facilities	2. If the center chooses to wash the contaminated items, the items <u>must</u> be washed separately from non-contaminated items.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(6)(a)	Outdoor Area	(a) For centers licensed...after January 22, 2001, an off-street area for loading/unloading children <u>shall</u> be provided.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(6)(b)	Outdoor Area	(b) For centers licensed, permitted, or approved after January 22, 2001, outdoor play area per child <u>shall</u> be...	Ala. Code §§38-7-1 through -17	1

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660-5-26-.03(6)(b)(1)	Outdoor Area	1. In centers with a licensed, permitted, or approved capacity of less than 60 children, there <u>shall</u> be at least 60 square feet of outdoor...	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(6)(b)(2)	Outdoor Area	2. In centers with a licensed, permitted or approved capacity of 60 or more children, there <u>shall</u> be at least 60 square feet of outdoor...	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(6)(c)	Outdoor Area	(c) Separate play areas <u>shall</u> be provided for children younger than age 2½ years.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(6)(d)	Outdoor Area	(d) Outdoor play areas <u>shall</u> adjoin, or be safely accessible to, the indoor area.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(6)(e)	Outdoor Area	(e) Outdoor play areas on the premises <u>shall</u> be enclosed by a fence or wall at least four (4) feet in height..	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(6)(e)	Outdoor Area	The fence or wall <u>shall</u> be free from sharp protruding edges.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(6)(e)	Outdoor Area	Gates <u>shall</u> be secured	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(6)(f)	Outdoor Area	(f) Shade structure and sun areas <u>shall</u> be provided.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(6)(g)	Outdoor Area	(g) The outdoor play area and equipment <u>shall</u> be free of apparent hazardous conditions.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(6)(g)(1)	Outdoor Area	1. Concrete or asphalt <u>shall not</u> be used under outdoor playground equipment, except wheel toys.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(6)(g)(1)	Outdoor Area	The facility <u>must</u> provide documentation of Occupational Health and Safety Administration (OSHA) approval.	Ala. Code §§38-7-1 through -17	0
660-5-26-.03(6)(g)(2)	Outdoor Area	2. The outdoor play area <u>shall</u> be well-drained.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(6)(g)(3)	Outdoor Area	3. Playground equipment which is not designed to be portable <u>shall</u> be securely anchored so that it cannot be tipped over by an adult.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(6)(h)	Outdoor Area	(h) Stairways or steps used by the children <u>shall</u> have hand railings within child's reach.	Ala. Code §§38-7-1 through -17	1

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660-5-26-.03(7)(a)	Swimming and Wading at the Center	(h) Stairways or steps used by the children <u>shall</u> have hand railings within child's reach.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(7)(b)(1)	Swimming and Wading at the Center	1. A lifeguard <u>shall</u> be at poolside at all times the pool is in use.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(7)(b)(1)	Swimming and Wading at the Center	1. Each lifeguard <u>shall</u> have a current American Red Cross Lifeguard Training Certificate, a current First Aid Certificate, and current Infant-Child (Pediatric) Cardiopulmonary Resuscitation Certification (CPR).	45 C.F.R. §98, Ala. Code §§38-7-1 through -1745 C.F.R. §98,	0
660-5-26-.03(7)(b)(1)	Swimming and Wading at the Center	1. A copy of each certificate <u>shall</u> be on file in the center.	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	1
660-5-26-.03(7)(b)(2)	Swimming and Wading at the Center	2. The lifeguard <u>shall not</u> be counted in the staff-child ratio for children in the pool.	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-26-.03(7)(b)(3)	Swimming and Wading at the Center	3. The staff-child ratio for children in the pool <u>shall</u> be:	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-26-.03(7)(b)(4)	Swimming and Wading at the Center	4. Ratios <u>shall</u> be determined by the age of the youngest child in the pool.	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-26-.03(7)(b)(5)	Swimming and Wading at the Center	5. Persons counted in the staff-child ratios for children in the pool <u>shall</u> meet child care worker qualifications, and <u>shall</u> be in the pool at all times.	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-26-.03(7)(b)(6)	Swimming and Wading at the Center	6. In addition to the lifeguard...staff meeting child care worker qualifications <u>shall</u> be provided to supervise any child...	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(7)(b)(6)	Swimming and Wading at the Center	6. <u>Required</u> staff-child ratios as stated in Rule 660-5-26-.04, <u>shall</u> be met for children not in the water.	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0

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660-5-26-.03(7)(b)(7)	Swimming and Wading at the Center	7. If any part of a child's body is in the water, the child <u>shall</u> be considered to be in the pool and <u>shall</u> be counted in the staff-child ratios for children in the pool.	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-26-.03(7)(b)(8)	Swimming and Wading at the Center	8. Pools (above-ground or in-ground) <u>shall</u> be enclosed with a fence or a solid wall with no doors or, windows.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(7)(b)(8)	Swimming and Wading at the Center	8. The fence or wall <u>shall</u> be at least four (4) feet in height, and <u>shall</u> be constructed to prevent accessibility by children.	Ala. Code §§38-7-1 through -17	2
660-5-26-.03(7)(b)(8)	Swimming and Wading at the Center	8. The sides of an above-ground pool <u>shall not</u> be considered a fence or wall.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(7)(b)(8)	Swimming and Wading at the Center	8.. Gates and all other access areas <u>shall</u> be locked when the pool is not in use.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(7)(c)(1)	Swimming and Wading at the Center	1. There <u>shall</u> be at least one (1) staff person with a current Infant-Child (Pediatric) Cardiopulmonary Resuscitation Certification...	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(7)(c)(1)	Swimming and Wading at the Center	1. A copy of the CPR and First Aid Certificates or Certifications <u>shall</u> be on file in the center.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(7)(c)(1)	Swimming and Wading at the Center	1. <u>Required</u> staff-child ratios as stated in Rule 660-5-26-.04, <u>shall</u> be met at all times.	Ala. Code §§38-7-1 through -1745 C.F.R. §98,	0
660-5-26-.03(7)(c)(2)	Swimming and Wading at the Center	2. There <u>shall</u> be at least two (2) staff at each wading structure at all times it is in use.	Ala. Code §§38-7-1 through -1745 C.F.R. §98,	0
660-5-26-.03(7)(c)(2)	Swimming and Wading at the Center	Staff supervising children <u>shall</u> be within arm's length providing “touch supervision”.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(7)(c)(3)	Swimming and Wading at the Center	3. Clean water <u>shall</u> be provided each day.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(7)(c)(4)	Swimming and Wading at the Center	4. The wading structure <u>shall</u> be emptied when not in use.	Ala. Code §§38-7-1 through -17	1

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660-5-26-.03(8)(a)	Away from center activities	(a) The licensee <u>shall</u> assume full authority and responsibility for activities away from the center.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(8)(b)	Away from center activities	(b) If the center provides activities away from the center, a written statement, signed by each child's parent(s)/ guardian(s), <u>shall</u> be on file in the center prior to the child's participation in such activities.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(8)(b)	Away from center activities	(b). The statement <u>shall</u> indicate that the parent(s)/guardian(s) has/have been informed that...	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(9)(a)	Furnishings and Equipment	(a) Size. The furniture and equipment <u>shall</u> be appropriate for the age and size of the children.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(9)(b)(1)	Furnishings and Equipment	1. Equipment and furniture <u>shall</u> be in operative condition, free of sharp, loose, or rusty parts.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(9)(b)(2)	Furnishings and Equipment	2. Equipment and furniture <u>shall</u> be easily cleaned and kept in a clean and safe condition.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(9)(b)(3)	Furnishings and Equipment	3. Equipment and furniture used by infants and toddlers <u>shall</u> be free of small parts that could be swallowed.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(9)(b)(4)	Furnishings and Equipment	4. Equipment and furniture made of easily breakable materials <u>shall not</u> be used	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(9)(c)(1)	Furnishings and Equipment	1. There <u>shall</u> be table space for each child who is able to sit at the table.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(9)(c)(2)	Furnishings and Equipment	2. There <u>shall</u> be a straight chair, with a back, without arms, for each child who is able to use a chair.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(9)(c)(2)	Furnishings and Equipment	2. Children's desks are <u>prohibited</u> .	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(9)(c)(3)	Furnishings and Equipment	3. A feeding chair or an age appropriate chair and table <u>shall</u> be provided when children are eating.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(9)(c)(4)	Furnishings and Equipment	4. There <u>shall</u> be a crib, manufactured with slats no more than 2 3/8 inches apart, provided for each infant.	16 C.F.R. 1219.1, Ala. Code §§38-7-1 through -17	0-

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660-5-26-.03(9)(c)(4)	Furnishings and Equipment	4. Each crib <u>shall</u> have a firm, waterproof mattress that fits snugly against all sides of the crib.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(9)(c)(4)	Furnishings and Equipment	4. Mattresses <u>shall</u> be in good condition with no tears or exposed foam rubber or other stuffing material.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(9)(c)(4)	Furnishings and Equipment	4. Stacked cribs or multiple crib units are <u>prohibited</u> .	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(9)(c)(5)	Furnishings and Equipment	5. ...any crib provided by child care facilities and family child care homes <u>must</u> meet new and improved federal safety standards.	Ala. Code §§38-7-1 through -17	0
660-5-26-.03(9)(c)(5)(i)	Furnishings and Equipment	(i) To verify compliance with the federal standards for all cribs, there <u>shall</u> be a certificate of compliance on file in the center and the crib <u>must</u> have a label attached showing the date of manufacture.	15 U.S.C. 2063, Ala. Code §§38-7-1 through -17	0
660-5-26-.03(9)(c)(5)(ii)	Furnishings and Equipment	(ii) Any crib manufactured after June 28, 2011, <u>must</u> have a label attached to show date of manufacture.	15 U.S.C. 2063, Ala. Code §§38-7-1 through -17	0
660-5-26-.03(9)(c)(6)	Furnishings and Equipment	6. There <u>shall</u> be a washable cot for each toddler and preschool child and any school-age child who naps.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(9)(d)	Furnishings and Equipment	(d) For each group of children, indoor equipment and furnishings <u>shall</u> be arranged in an orderly manner, in designated activity areas.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(9)(e)(1)	Furnishings and Equipment	1. The amount and type of equipment <u>shall</u> be determined and supplied for each age group according to Rule 660-5-26-.12...	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(9)(e)(3)	Furnishings and Equipment	3. Equipment <u>shall</u> be available for and used by the children.	Ala. Code §§38-7-1 through -17	1
660-5-26-.03(9)(e)(4)	Furnishings and Equipment	4. Equipment <u>shall</u> be kept in clean and safe condition.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(1)(a)	Staffing	(a) Required ratios as stated in 660-5-26-.04, <u>shall</u> be maintained at all times	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0

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660-5-26-.04(1)(a)(1)	Staffing	1. Staff-child ratio <u>shall</u> be:	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-26-.04(1)(a)(2)	Staffing	2. Children younger than age 2½ years <u>shall</u> be grouped separately from children older than 2½ years of age.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(1)(a)(3)	Staffing	3. When children of different ages are grouped together (multiple age grouping), staff-child ratio <u>shall</u> be according to the age...	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-26-.04(1)(a)(4)	Staffing	4. A staff person <u>shall</u> be counted in the staff-child ratio only if he/she meets child care worker qualifications...	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-26-.04(1)(b)	Staffing	(b) Staff Coverage <u>shall</u> be determined by the following:	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-26-.04(1)(b)(1)	Staffing	1. All children <u>shall</u> have staff supervision at all times.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(1)(b)(2)	Staffing	2. Each staff person giving care to infants and toddlers <u>shall</u> be assigned the responsibility of caring for the same infants/toddlers daily...	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(1)(b)(3)	Staffing	3. When a regular staff person is absent, there <u>shall</u> be a substitute present in order to maintain the <u>required</u> staff-child ratios	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-26-.04(1)(b)(4)	Staffing	4. The director <u>shall</u> be authorized to conduct center business and to make decisions regarding the operation of the center.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(1)(b)(5)	Staffing	5. If the director is absent, a staff person, meeting at least child care worker qualifications <u>shall</u> be designated as the responsible person in charge and <u>shall</u> be authorized to conduct center business and to make decisions regarding the operation of the center.	Ala. Code §§38-7-1 through -17	2

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660-5-26-.04(1)(b)(6)	Staffing	6. The name of the director or staff person in charge <u>shall</u> be posted in a conspicuous place in the center.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(1)(b)(7)	Staffing	7. At least one staff person meeting child care worker qualifications <u>shall</u> be present in each room where children are napping/ resting.	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-26-.04(1)(b)(7)	Staffing	7. The staff person <u>shall</u> be able to see all the children in the room.	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-26-.04(1)(b)(8)	Staffing	8. Staff-child ratio during napping/ resting time <u>shall</u> be as follows	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-26-.04(1)(b)(9)	Staffing	9. At least two (2) staff who are at least 18 years of age, who meets child care worker qualifications... <u>shall</u> be present during all hours of operation.	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-26-.04(1)(b)(10)	Staffing	10. There <u>shall</u> be a second staff person, age 18 or older available in the center building or on the premises, whenever seven (7) or more children are present	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-26-.04(1)(b)(10)	Staffing	10. <u>Required</u> staff-child ratios <u>shall</u> be met at all times.	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-26-.04(1)(b)(10)	Staffing	10. Children younger than age 2½ years <u>shall</u> be grouped separately from children older than 2½ years of age.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(1)(b)(11)	Staffing	11. No staff person <u>shall</u> be on duty with the children for more than eight (8) continuous hours, on a regular basis.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(1)(b)(12)	Staffing	12. Staff persons <u>shall</u> be free from all other duties during the hours they are working directly with the children.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(2)(a)(1)	Learning/growth activities	1. Infants/toddlers <u>shall</u> be encouraged to play with and handle a variety of toys.	Ala. Code §§38-7-1 through -17	1

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660-5-26-.04(2)(a)(2)	Learning/growth activities	2. Infants/toddlers <u>shall</u> spend time outdoors daily, when weather permits.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(2)(a)(3)	Learning/growth activities	3. Infants/toddlers <u>shall</u> have daily indoor opportunities for freedom of movement, outside their cribs, in an open, uncluttered space.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(2)(a)(4)	Learning/growth activities	4. ...each infant younger than twelve (12) months <u>shall</u> be placed in a prone (front) position part of the time he/she is awake and observed.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(2)(a)(6)	Learning/growth activities	6. The staff <u>shall</u> talk to each infant/toddler often and encourage him/her to respond.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(2)(a)(7)	Learning/growth activities	7. Cries of infants/toddlers or other signs of distress <u>shall</u> be investigated immediately.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(2)(a)(8)	Learning/growth activities	8. Infants/toddlers <u>shall</u> be handled gently.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(2)(a)(8)	Learning/growth activities	Staff <u>shall</u> support each infant's head while lifting and holding the infant.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(2)(a)(8)	Learning/growth activities	Rough or harsh handling is <u>prohibited</u> , including but not limited to: shaking, lifting or jerking by one or both arms...	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(2)(a)(10)	Learning/growth activities	10. A variety of indoor and outdoor experiences <u>shall</u> be available	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(2)(a)(10)	Learning/growth activities	These experiences <u>must</u> include 60 minutes of moderate and vigorous physical activity daily for full day programs and 30 minutes for half day programs.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(2)(a)(10)	Learning/growth activities	These activities <u>shall</u> build bone and muscle strength, and increase the heart rate and breathing rate by running, climbing, dancing, skipping and jumping.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(2)(a)(11)	Learning/growth activities	11. A daily schedule which includes a minimum of 60 minutes of moderate to vigorous active play and physical activities indoors and outdoors <u>must</u> be posted in each toddler room.	Ala. Code §§38-7-1 through -17	

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660-5-26-.04(2)(b)(1)	Diapering/ toileting	1. Sufficient clean, dry diapers and clothing <u>shall</u> be provided for each infant/toddler.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(2)(b)(2)	Diapering/ toileting	2. Wet or soiled diapers and other clothing <u>shall</u> be changed promptly.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(2)(b)(3)	Diapering/ toileting	3. Diapers and other soiled or wet clothing <u>shall</u> be changed in each child's crib or on a changing area that is cleaned and disinfected...	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(2)(b)(4)	Diapering/ toileting	4. No infant/toddler <u>shall</u> be left unattended while being diapered.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(2)(b)(5)	Diapering/ toileting	5. No infant/toddler <u>shall</u> be diapered on the floor.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(2)(b)(6)	Diapering/ toileting	6. Each child's hands <u>shall</u> be washed after diapering.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(2)(b)(7)	Diapering/ toileting	7. Staff <u>shall</u> use universal precautions when changing diapers or being exposed to blood, fecal materials, or urine.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(2)(b)(8)	Diapering/ toileting	8. Each staff person <u>shall</u> wash his/her hands with soap and warm running water before and immediately after diapering each child...	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(2)(b)(8)	Diapering/ toileting	Individual disposable paper towels <u>shall</u> be used for hand drying.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(2)(b)(9)	Diapering/ toileting	9. Each staff person <u>shall</u> use single-use disposable gloves for diapering each child.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(2)(b)(9)	Diapering/ toileting	9. Clean gloves <u>shall</u> be used for each diaper change.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(2)(b)(9)	Diapering/ toileting	9.Used gloves <u>shall</u> be disposed of in a covered, plastic-lined container, inaccessible to children, and <u>shall</u> be disposed of daily.	Ala. Code §§38-7-1 through -17	2
660-5-26-.04(2)(b)(9)	Diapering/ toileting	9. Each staff person <u>shall</u> wash his/her hands with soap and warm running water after diapering each child.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(2)(b)(9)	Diapering/ toileting	Individual disposable paper towels <u>shall</u> be used for hand drying.	Ala. Code §§38-7-1 through -17	1

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660-5-26-.04(2)(b)(10)	Diapering/toileting	10. Wet or soiled diapers shall be placed in a covered, plastic-lined, container, inaccessible to children, and shall be disposed of daily.	Ala. Code §§38-7-1 through -17	2
660-5-26-.04(2)(b)(11)	Diapering/toileting	11. Individual, disposable wipes and gloves shall be used at each diaper change.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(2)(b)(11)	Diapering/toileting	11. Soiled wipes shall be placed in a covered, plastic-lined container, kept out of the reach of children, and disposed of properly.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(2)(b)(12)	Diapering/toileting	12. Potty chairs, if used, shall be emptied and rinsed and disinfected after each use.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(2)(b)(13)	Diapering/toileting	13. Diapering areas shall be separate from food service and food preparation areas.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(2)(c)(1)	Napping/resting	1. Each infant shall be allowed to form his/her own pattern of sleeping and waking.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(2)(c)(2)	Napping/resting	2. ...each infant younger than twelve (12) months, shall be placed in a supine (on his/her back) position for sleeping...	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(2)(c)(3)	Napping/resting	3. ...when an infant can easily turn over from the supine (back) to the prone (front) position, he/she shall be put down to sleep...	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(2)(c)(4)	Napping/resting	4. ...unless a physician specifies the need for a positioning device that restricts movement within the child's bed, such devices shall not be used.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(2)(c)(5)	Napping/resting	5. The staff shall recognize differing needs of a toddler for sleep/rest and each child shall be allowed to follow his/her own...	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(2)(c)(6)	Napping/resting	6. At least one staff person shall be present in each room where children are napping/resting.	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-26-.04(2)(c)(6)	Napping/resting	6. The staff person shall be able to see all the children in the room.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(2)(d)(1)	Cribs, cots, and bedding	1. Placement of cribs shall allow a minimum of two (2) feet of space between occupied cribs.	Ala. Code §§38-7-1 through -17	1

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660-5-26-.04(2)(d)(2)	Cribs, cots, and bedding	2. Cots <u>shall</u> be positioned to allow space for staff access to the children and to allow space for safe exit in case of emergency.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(2)(d)(3)	Cribs, cots, and bedding	3. Cribs and cots used by infants/toddlers <u>shall</u> be cleaned and disinfected and the sheets and coverings washed before...	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(2)(d)(4)	Cribs, cots, and bedding	4. For infants, clean bottom sheets <u>shall</u> be provided daily, or more frequently as needed when wet or soiled.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(2)(d)(4)	Cribs, cots, and bedding	Crib sheets <u>shall</u> fit the mattress snugly.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(2)(d)(5)	Cribs, cots, and bedding	5. ...soft materials are <u>prohibited</u> in the infant's sleeping environment (younger than (12) months).	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(2)(d)(5)(i)	Cribs, cots, and bedding	(i) Soft materials or objects, such as pillows, quilts, comforters, or sheepskins, <u>shall not</u> be placed under a sleeping infant.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(2)(d)(5)(ii)	Cribs, cots, and bedding	(ii) Soft objects...and other gas-trapping objects <u>shall</u> be kept out of the infant's sleeping environment.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(2)(d)(5)(iii)	Cribs, cots, and bedding	(iii) No infant <u>shall</u> be put to sleep on a sofa, soft mattress, or other soft surface.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(2)(d)(6)	Cribs, cots, and bedding	6. For toddlers, clean bottom sheets and top coverings <u>shall</u> be provided at least once each week or more frequently as needed...	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(2)(e)(1)(i)	Feeding	(i) If formula and foods for infants are provided by the center, this <u>shall</u> be planned with the infant's parent(s)/guardian(s)...	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0
660-5-26-.04(2)(e)(1)(ii)	Feeding	(ii) If the center provides formula for infants, commercially prepared, ready-to-feed formula <u>shall</u> be provided.	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0
660-5-26-.04(2)(e)(1)(ii)	Feeding	(ii) All formula, bottles, nipples, and other equipment used in bottle preparation <u>shall</u> be prepared, handled, and stored in a sanitary...	Ala. Code §§38-7-1 through -17	1

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660-5-26-.04(2)(e)(1)(iii)	Feeding	(iii) Bottles and food for infants <u>shall</u> be served according to parental request.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(2)(e)(1)(iv)	Feeding	(iv) Meals and snacks provided by the center for infants/toddlers <u>shall</u> comply with U.S.D.A. food requirements.	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0
660-5-26-.04(2)(e)(1)(v)	Feeding	(v) If formula, is provided by the parent(s)/ guardian(s), it <u>shall</u> be sent ready to feed and labeled with the child's name and stored...	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(2)(e)(1)(v)	Feeding	(v) All bottles <u>shall</u> be sent home or the contents discarded at the end of the day.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(2)(e)(1)(v)	Feeding	(v) If food for infants/toddlers is provided by the parent(s)/ guardian(s), all jars/containers <u>shall</u> be labeled...	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(2)(e)(1)(v)	Feeding	(v) No previously opened jars of baby/toddler food <u>shall</u> be accepted by the center	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(2)(e)(1)(v)	Feeding	(v) All opened jars/containers <u>shall</u> be sent home or discarded at the end of the day.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(2)(e)(1)(vi)	Feeding	(vi) Parents <u>must</u> provide written instructions on how to prepare, store, and use the expressed human milk.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(2)(e)(1)(vi)	Feeding	(vi) As a toddler's eating patterns change from those of an infant to those of a preschool child, the regulations for preschool feeding <u>shall</u> apply.	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0
660-5-26-.04(2)(e)(1)(vii)	Feeding	(vii) Small hard candies and nuts <u>shall not</u> be served to children younger than four years of age.	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0
660-5-26-.04(2)(e)(1)(viii)	Feeding	(viii) Foods with a shape and consistency that may cause choking <u>shall</u> be prepared appropriately for the age and ability of the child.	7 C.F.R. §226.1 through §226.27,	0

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			Ala. Code §§38-7-1 through -17	
660-5-26-.04(2)(e)(1)(viii)	Feeding	(viii) The following foods <u>shall</u> be served only under close supervision:	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0
660-5-26-.04(2)(e)(2)(i)	Feeding	(i) The feeding schedule <u>shall</u> be in accordance with each infant's/toddler's needs rather than according to the hour.	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0
660-5-26-.04(2)(e)(2)(ii)	Feeding	(ii) Each infant <u>shall</u> be held for bottle feeding.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(2)(e)(2)(ii)	Feeding	No bottles <u>shall</u> be propped.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(2)(e)(2)(iii)	Feeding	iii) When an infant is able to sit in a chair or feeding table, he/she <u>shall</u> be allowed to do so.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(2)(e)(2)(iv)	Feeding	(iv) Each toddler <u>shall</u> be seated while eating.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(2)(e)(2)(v)	Feeding	(v) Each infant/toddler <u>shall</u> be encouraged to experiment with self-feeding with his/her hands or a spoon.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(2)(e)(2)(v)	Feeding	(v) Utensils <u>shall</u> be provided for each child who feeds himself/herself.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(2)(e)(2)(v)	Feeding	Disposable utensils and disposable cups <u>shall</u> be used only under close supervision.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(2)(e)(2)(vi)	Feeding	(vi) Each infant's/toddler's solid foods <u>shall</u> be fed/eaten from a dish.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(2)(e)(2)(vii)	Feeding	(vii) Dishes and bottles used <u>shall</u> be unbreakable.	Ala. Code §§38-7-1 through -17	1

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660-5-26-.04(2)(e)(2)(viii)	Feeding	(viii) Drinking water with no added sweeteners or carbonation <u>shall</u> be readily available in indoor and outdoor areas...	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0
660-5-26-.04(2)(e)(2)(ix)	Feeding	(ix) No infant/toddler <u>shall</u> be forced or bribed to eat.	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0
660-5-26-.04(2)(e)(2)(x)	Feeding	(x) Food <u>shall not</u> be used as a punishment or reward.	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0
660-5-26-.04(2)(e)(2)(xi)	Feeding	(xi) Food service and food preparation areas <u>shall</u> be separate from diapering areas.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04660-5-26-.04(2)(e)(3)(i)	Feeding	(i) Each child's hands <u>shall</u> be washed with soap and running water before and after snacks and meals, and after toileting and diapering	Ala. Code §§38-7-1 through -17	1
660-5-26-.04660-5-26-.04(2)(e)(3)(ii)	Feeding	(ii) Each staff person <u>shall</u> wash his/her hands with soap and warm running water before food preparation or service, after assisting...	Ala. Code §§38-7-1 through -17	1
660-5-26-.04660-5-26-.04(2)(e)(3)(iii)	Feeding	(iii) Each staff person <u>shall</u> wash his/her hands with soap and warm running water before and after diapering each child.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04660-5-26-.04(2)(e)(3)(iv)	Feeding	(iv) Each staff person <u>shall</u> use single-use disposable gloves for diapering each child.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04660-5-26-.04(2)(e)(3)(iv)	Feeding	Clean gloves <u>shall</u> be used for each diaper change.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04660-5-26-.04(2)(e)(3)(iv)	Feeding	Used gloves <u>shall</u> be disposed of in a covered, plastic-lined container, inaccessible to children, and <u>shall</u> be disposed of daily.	Ala. Code §§38-7-1 through -17	2
660-5-26-.04660-5-26-.04(2)(e)(3)(v)	Feeding	(v) Individual paper towels <u>shall</u> be supplied for each washing and drying.	Ala. Code §§38-7-1 through -17	1

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660-5-26-.04(3)(a)(1)	Learning/growth activities	1. There <u>shall</u> be a posted schedule of the day for each group of children.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(3)(a)(1)	Learning/growth activities	1. The schedule <u>shall</u> include a minimum of 60 minutes of moderate to vigorous active play and physical activities indoors...	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(3)(a)(2)	Learning/growth activities	2. A variety of indoor and outdoor experiences <u>shall</u> be available.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(3)(a)(2)	Learning/growth activities	These experiences <u>must</u> include 60 minutes of moderate and vigorous physical activity daily for full day programs and 30 minutes...	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(3)(a)(2)	Learning/growth activities	These activities <u>shall</u> build bone and muscle strength and increase the heart rate and breathing rate by running...	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(3)(a)(3)	Learning/growth activities	3. Pre-school and school-age children <u>shall</u> spend time outdoors daily when weather permits.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(3)(a)(4)	Learning/growth activities	4. The staff <u>shall</u> permit/encourage conversation among children, including during meal and snack time.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(3)(a)(5)	Learning/growth activities	5. The staff <u>shall</u> give individual attention to each child daily, such as conversation between staff and child.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(3)(a)(6)	Learning/growth activities	6. Radio, television, and videos <u>shall</u> be used only when they supplement and enhance the daily plan for the children.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(3)(a)(6)	Learning/growth activities	No child <u>shall</u> be required to watch television or videos.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(3)(a)(6)	Learning/growth activities	All materials <u>shall</u> be previewed by a staff person to ensure their appropriateness for the age of the children.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(3)(a)(6)	Learning/growth activities	Sexually explicit, violent, or frightening materials are <u>prohibited</u> .	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(3)(a)(7)	Learning/growth activities	7. Children <u>shall</u> be handled gently.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(3)(a)(7)	Learning/growth activities	7. Rough or harsh handling is <u>prohibited</u> , including but not limited to: shaking; lifting or jerking by one or both arms...	Ala. Code §§38-7-1 through -17	1

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660-5-26-.04(3)(a)(8)	Learning/growth activities	8. Screen time <u>shall</u> only be used for educational purposes or physical activity.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(3)(b)(1)	Napping/resting	1. The staff <u>shall</u> recognize differing needs of children for sleep/rest.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(3)(b)(2)	Napping/resting	2. A supervised rest period <u>shall</u> be scheduled for preschool children who are in attendance at the center for more than five (5) hours.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(3)(b)(2)(i)	Napping/resting	(i) The rest period <u>shall not</u> be less than 45 minutes and <u>shall not</u> exceed 2½ hours.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(3)(b)(2)(ii)	Napping/resting	(ii) Any child who does not sleep after 45 minutes of rest <u>shall</u> be permitted to engage in quiet activities.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(3)(b)(2)(iii)	Napping/resting	(iii) School age children <u>shall not</u> be required to nap.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(3)(b)(3)(i)	Napping/resting	(i) Cots <u>shall</u> be cleaned and clean bottom and top sheets/covers provided before the cot is used by another child.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(3)(b)(3)(ii)	Napping/resting	(ii) Clean sheets/covers <u>shall</u> be provided at least once each week or more frequently as needed when wet or soiled.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(3)(b)(3)(iii)	Napping/resting	(iii) Cots <u>shall</u> be positioned to allow space for staff access to the children and to allow space for safe exit in case of emergency.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(3)(b)(4)	Napping/resting	4. At least one staff person <u>shall</u> be present in each room where children are napping/resting.	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-26-.04(3)(b)(4)	Napping/resting	4. The staff person <u>shall</u> be able to see all the children in the room.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(3)(c)(1)	Toileting	1. Children's toileting <u>shall</u> be according to each child's needs.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(3)(c)(1)	Toileting	1. Each child's hands <u>shall</u> be washed with soap and running water after toileting.	Ala. Code §§38-7-1 through -17	1

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660-5-26-.04(3)(c)(2)	Toileting	2. Staff <u>shall</u> use universal precautions when changing diapers or being exposed to blood, fecal material, or urine.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(3)(d)(1)(i)	Feeding	(i) Children in attendance <u>shall</u> be served breakfast or a morning snack, a nutritious midday meal, and at least one afternoon snack.	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0
660-5-26-.04(3)(d)(1)(ii)	Feeding	(ii) Meal and snack components and serving sizes <u>shall</u> comply with U.S.D.A guidelines	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0
660-5-26-.04(3)(d)(1)(iii)	Feeding	(iii) Breakfast, if served, <u>shall</u> include at least the following: fruit and/or vegetable...	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0
660-5-26-.04(3)(d)(1)(iv)	Feeding	(iv) Snacks <u>shall</u> include at least two of the following four choices: fluid milk; meat or meat alternate; fruit and/or vegetable; whole grain rich or enriched bread or bread products.	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0
660-5-26-.04(3)(d)(1)(v)	Feeding	(v) Meals <u>shall</u> include at least the following: meat or meat alternate; vegetables/fruits (one vegetable and one fruit); whole grain rich or enriched bread or bread product; and fluid milk.	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0
660-5-26-.04(3)(d)(1)(vi)	Feeding	(vi) Fluid (liquid) milk <u>shall</u> be served.	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0
660-5-26-.04(3)(d)(1)(vi)	Feeding	(vi) No powdered milk <u>shall</u> be served for drinking.	7 C.F.R. §226.1 through §226.27,	0

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			Ala. Code §§38-7-1 through -17	
660-5-26-.04(3)(d)(1)(vii)	Feeding	(vii) No child <u>shall</u> be deprived of a meal or snack if he/she is in attendance at the time the meal or snack is served.	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0
660-5-26-.04(3)(d)(1)(viii)	Feeding	(viii) Meals and snacks for children with special dietary needs <u>shall</u> be provided in accordance with the child's needs...	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0
660-5-26-.04(3)(d)(1)(ix)	Feeding	(ix) Menus for meals and snacks <u>shall</u> be planned in advance, dated and posted where they may be seen by the parent(s)/guardian(s).	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(3)(d)(1)(ix)	Feeding	(ix) Menus <u>shall</u> include a variety of foods.	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0
660-5-26-.04(3)(d)(1)(ix)	Feeding	Food substitutions <u>shall</u> be noted on the menu.	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0
660-5-26-.04(3)(d)(1)(ix)	Feeding	(ix) Food substitutions <u>shall</u> be noted on the menu.	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0
660-5-26-.04(3)(d)(1)(x)	Feeding	(x) Meals and snacks <u>shall</u> be provided by the center.	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0

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660-5-26-.04(3)(d)(1)(x)	Feeding	(x) When a parent(s)/ guardian(s) chooses to provide food for their child, a written signed statement indicating this <u>shall</u> be on file in the center	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0
660-5-26-.04(3)(d)(1)(xi)	Feeding	(xi) Vending machines <u>shall</u> be <u>prohibited</u> in areas used by the children.	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0
660-5-26-.04(3)(d)(1)(xii)	Feeding	(xii) Small hard candies and nuts <u>shall not</u> be served to children younger than four years of age.	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0
660-5-26-.04(3)(d)(1)(xiii)	Feeding	(xiii) Foods with a shape and consistency that may cause choking <u>shall</u> be prepared appropriately for the age and ability of each child	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0
660-5-26-.04(3)(d)(1)(xiii)	Feeding	(xiii) The following foods <u>shall</u> be served only under close supervision:	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0
660-5-26-.04(3)(d)(2)(i)	Feeding	(i) Portions of food served <u>shall</u> be suited to the child's age and appetite.	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0
660-5-26-.04(3)(d)(2)(i)	Feeding	(i) Second portions <u>shall</u> be available.	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0

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660-5-26-.04(3)(d)(2)(ii)	Feeding	(ii) Unbreakable or single-use disposable dinnerware <u>shall</u> be used.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(3)(d)(2)(iii)	Feeding	(iii) Single-use cups or glasses or drinking fountains <u>shall</u> be supplied for water service during the day.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(3)(d)(2)(iii)	Feeding	(iii) A common drinking container <u>shall not</u> be used.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(3)(d)(2)(iv)	Feeding	(iv) Drinking water with no added sweeteners or carbonation <u>shall</u> be readily available in indoor and outdoor areas...	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0
660-5-26-.04(3)(d)(2)(v)	Feeding	(v) Food <u>shall</u> be served on individual dishes or napkins and <u>shall not</u> be placed directly on tables.	Ala. Code §§38-7-1 through -17	2
660-5-26-.04(3)(d)(2)(vi)	Feeding	(vi) Children <u>shall</u> be seated while eating.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(3)(d)(2)(vii)	Feeding	(vii) No child <u>shall</u> be forced to eat.	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0
660-5-26-.04(3)(d)(2)(viii)	Feeding	(viii) Children <u>shall not</u> be allowed in the kitchen.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(3)(d)(3)(i)	Feeding	(i) Each child's hands <u>shall</u> be washed with soap and running water before and after meals and snacks, and after toileting and diapering.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(3)(d)(3)(ii)	Feeding	(ii) Each staff person <u>shall</u> wash his/her hands with soap and warm running water before food preparation or service...	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(3)(d)(3)(iii)	Feeding	(iii) Each staff person <u>shall</u> wash his/her hands with soap and warm running water before and after diapering each child.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(3)(d)(3)(iv)	Feeding	(iv) Each staff person <u>shall</u> use single-use disposable gloves for diapering each child	Ala. Code §§38-7-1 through -17	1

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660-5-26-.04(3)(d)(3)(iv)	Feeding	(iv). Used gloves <u>shall</u> be disposed of in a covered, plastic-lined container, inaccessible to children, and <u>shall</u> be disposed of daily.	Ala. Code §§38-7-1 through -17	2
660-5-26-.04(3)(d)(3)(iv)	Feeding	(iv) Clean gloves <u>shall</u> be used for each diaper change.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(3)(d)(3)(v)	Feeding	(v) Individual paper towels <u>shall</u> be supplied for each washing and drying.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(3)(d)(4)	Feeding	4. When food service is catered, the plan <u>shall</u> be approved in writing by the county health department, if such approval is available.	Ala. Code §§38-7-1 through -17	0
660-5-26-.04(3)(d)(4)	Feeding	4. Meals and snacks that are catered <u>shall</u> meet the meal and snack patterns provided by U.S.D.A.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(4)(a)	Disciplinary Practices	(a) Discipline <u>shall</u> be appropriate to the age and developmental level of each child.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(4)(b)	Disciplinary Practices	(b) Disciplinary practices, including but not limited to the following, are <u>prohibited</u> .	Ala. Code §§38-7-1 through -17	0
660-5-26-.04(4)(b)(1)	Disciplinary Practices	1. The use of corporal or physical punishment is <u>prohibited</u> ...	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(4)(b)(2)	Disciplinary Practices	2. The use of verbal abuse is <u>prohibited</u> , including but not limited to:	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(4)(b)(3)	Disciplinary Practices	3. The use of discipline associated with food, naps, or bathroom procedures is <u>prohibited</u> ...	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0
660-5-26-.04(4)(b)(4)	Disciplinary Practices	4. The use of physical restraint as punishment is <u>prohibited</u> .	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(4)(b)(5)	Disciplinary Practices	5. Punishment administered by another child is <u>prohibited</u> .	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(4)(b)(6)	Disciplinary Practices	6. Rough or harsh handling of children, whether associated with discipline or not, is <u>prohibited</u> ...	Ala. Code §§38-7-1 through -17	1

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660-5-26-.04(4)(b)(7)	Disciplinary Practices	7. Physical activity/outdoor time taken away as punishment is <u>prohibited</u> .	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(5)(a)	Staff-Parent Communication	(a) The staff and parent(s)/guardian(s) <u>shall</u> discuss discipline or behavior problems to determine appropriate action consistent...	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(5)(b)	Staff-Parent Communication	(b) The center <u>shall</u> be open to visits from parent(s)/guardian(s) at any time during the center's operating hours.	45 C.F.R. 98, Ala. Code §§38-7-1 through -17	0
660-5-26-.04(5)(c)	Staff-Parent Communication	(c) Parent(s)/guardian(s) <u>shall</u> be informed of their right to visit and observe their child during hours of care.	45 C.F.R. 98, Ala. Code §§38-7-1 through -17	0
660-5-26-.04(5)(d)	Staff-Parent Communication	(d) Staff <u>shall</u> be available for communication and conferences with the parent(s)/guardian(s) at a mutually convenient time.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(5)(e)	Staff-Parent Communication	(e) The center <u>shall</u> notify parent(s)/guardian(s) of procedures for making a complaint, including name(s) of person(s) to contact.	45 C.F.R. 98, Ala. Code §§38-7-1 through -17	0
660-5-26-.04(5)(f)	Staff-Parent Communication	(f) The center <u>shall</u> provide parents with information about the influenza disease and influenza vaccine.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(5)(g)	Staff-Parent Communication	(g) Information on child development and children's health <u>must</u> be shared annually with parents/guardians.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(6)(a)(1)	Illness and injury	1. No child who is ill <u>shall</u> be admitted to the center.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(6)(a)(2)(i)	Illness and injury	(i) Any child in attendance who becomes ill...that <u>requires</u> professional medical attention <u>shall</u> be separated promptly from the group, but <u>shall</u> have continuous supervision by a staff person.	Ala. Code §§38-7-1 through -17	2
660-5-26-.04(6)(a)(2)(i)	Illness and injury	(i) Toys, bedding, equipment, and bathroom facilities used by an ill child or adult <u>shall</u> be cleaned and disinfected prior to use...	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(6)(a)(2)(ii)	Illness and injury	(ii) The ill or injured child's parent(s)/guardian(s) <u>shall</u> be notified immediately and <u>required</u> to come for, or arrange for...	Ala. Code §§38-7-1 through -17	2

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660-5-26-.04(6)(a)(2)(iii)	Illness and injury	(iii) If the parent(s)/guardian(s) or person designated...the center <u>shall</u> obtain emergency medical treatment.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(6)(a)(3)(i)	Illness and injury	(i) Not later than September 1, annually, each day care center <u>shall</u> provide educational information on influenza disease...	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(6)(a)(3)(i)	Illness and injury	(i) The educational information <u>shall</u> include, but need not be limited to...	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(6)(a)(3)(i)	Illness and injury	(ii) When a contagious disease/condition...parent(s)/guardian(s) of each exposed child <u>shall</u> be notified.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(6)(a)(3)(i)	Illness and injury	(ii) The center <u>shall</u> urge parent(s)/guardian(s) to notify the center when their child is known to have been exposed...	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(6)(a)(3)(i)	Illness and injury	(iii) The center <u>shall</u> report any known or suspected case of contagious disease/condition to the county...	Ala. Code §§38-7-1 through -17	0
660-5-26-.04(6)(a)(5)	Illness and injury	5. At least one staff person with a current Infant-Child (Pediatric) Cardiopulmonary Resuscitation Certification (CPR) and a current First Aid Certificate <u>shall</u> be in the center during hours of operation.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(6)(a)(5)	Illness and injury	5. A copy of the Certificates or Certifications <u>shall</u> be on file in the center.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(6)(a)(6)	Illness and injury	6. Authority and procedure for administering medication or medical procedures <u>shall</u> be clearly defined.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(6)(a)(6)(i)	Illness and injury	(i) No medication or medical procedures (prescription or over-the-counter) <u>shall</u> be administered without being ordered by the child's health professional and without a written, signed authorization, on the <u>required</u> form...	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(6)(a)(6)(i)	Illness and injury	(i) Blanket authorization forms are <u>prohibited</u> .	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(6)(a)(6)(i)	Illness and injury	(i) The authorization form <u>shall</u> include time(s) and date(s) to be administered, dosage, storage instructions...	Ala. Code §§38-7-1 through -17	1

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660-5-26-.04(6)(a)(6)(i)	Illness and injury	(i) An authorization form <u>shall</u> be valid for no more than seven (7) days unless accompanied by a written physician's statement.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(6)(a)(6)(ii)	Illness and injury	(ii) Any prescription drug or over the counter drug sent to the center <u>shall</u> be in its original container.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(6)(a)(6)(ii)	Illness and injury	(ii) Prescription drugs <u>shall</u> have a pharmacy label or <u>shall</u> be accompanied by a physician's written instructions.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(6)(a)(6)(ii)	Illness and injury	(ii) Over the counter drugs <u>shall</u> be clearly labeled with the child's name and directions for administering the drug.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(6)(a)(6)(ii)	Illness and injury	(ii) A measuring device (if the medication requires measuring) <u>shall</u> be provided for each child's medication.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(6)(a)(6)(iii)	Illness and injury	(iii) Medication or medical procedures <u>shall</u> be administered to the child by the designated staff.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(6)(a)(6)(iv)	Illness and injury	(iv) Locked storage (lock and key or combination lock), inaccessible to children, <u>shall</u> be provided for all medication or drugs	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(6)(a)(6)(v)	Illness and injury	(v) Medicines/ drugs <u>shall</u> be returned to the parent(s)/ guardian(s) or disposed of properly when no longer needed.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(6)(a)(6)(vi)	Illness and injury	(vi) Time and date of all medication dosages or medical procedures administered at center <u>shall</u> be documented...	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(6)(a)(6)(vi)	Illness and injury	(vi) Copies <u>shall</u> be made available to the child's parent(s)/ guardian(s) on request.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(6)(a)(6)(vi)	Illness and injury	(vi) Copies <u>shall</u> be made available to the child's parent(s)/ guardian(s) on request.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(6)(b)(1)(i)	Hygienic practices	(i) Each child's hands <u>shall</u> be washed with soap and running water before and after snacks and meals, and after toileting and diapering.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(6)(b)(1)(ii)	Hygienic practices	(ii) Staff <u>shall</u> use universal precautions when changing diapers or being exposed to blood, fecal material, or urine.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(6)(b)(1)(iii)	Hygienic practices	(iii) Each staff person <u>shall</u> wash his/her hands with soap and running water before food preparation or service...	Ala. Code §§38-7-1 through -17	1

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660-5-26-.04(6)(b)(1)(iv)	Hygienic practices	(iv) Each staff person <u>shall</u> wash his/her hands with soap and warm running water before and after diapering.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(6)(b)(1)(v)	Hygienic practices	(v) Each staff person <u>shall</u> use single-use disposable gloves for diapering.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(6)(b)(1)(v)	Hygienic practices	(v) Clean gloves <u>shall</u> be used for each diaper change.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(6)(b)(1)(v)	Hygienic practices	v) Used gloves <u>shall</u> be disposed of in a covered, plastic-lined container, inaccessible to children, and <u>shall</u> be disposed of daily.	Ala. Code §§38-7-1 through -17	2
660-5-26-.04(6)(b)(1)(vi)	Hygienic practices	(vi) Individual paper towels <u>shall</u> be supplied for each washing and drying.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(6)(b)(2)(i)	Hygienic practices	(i) Each child's toilet articles, (such as combs, toothbrushes, etc.) <u>shall</u> be labeled with the child's name, stored separately...	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(6)(b)(2)(ii)	Hygienic practices	(ii) Paper towels, disposable wipes, and facial tissues <u>shall</u> be disposed of immediately following each use.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(6)(b)(2)(iii)	Hygienic practices	(iii) Toilet paper <u>shall</u> be provided for use by children and staff.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(6)(b)(3)	Hygienic practices	3. Extra children's clothing <u>shall</u> be available in the center.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(6)(c)(1)	Animals on the premises	1. Animals or breeds of animals that have shown aggressive behavior <u>shall not</u> be kept in the center or on the grounds.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(6)(c)(2)	Animals on the premises	2. Animals that are not aggressive but could pose a threat to the health and safety of the children <u>shall</u> be kept in an area away...	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(6)(c)(3)	Animals on the premises	3. A current certificate of rabies vaccination <u>shall</u> be on file in the center for any animal required by law to be vaccinated.	Ala. Code §§38-7-1 through -17, §§3-7a-1 through 3-7a-16	0
660-5-26-.04(6)(c)(4)	Animals on the premises	4. Animals <u>shall</u> be confined.	Ala. Code §§38-7-1 through -17	1

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660-5-26-.04(6)(c)(4)	Animals on the premises	4. Cages and other areas used to confine animals <u>shall</u> be kept clean, with appropriate food and water available.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(6)(c)(5)	Animals on the premises	5. Each child and each staff person <u>shall</u> wash his/her hands with soap and running water immediately after handling animals.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(7)	Emergency Preparedness and Response Plans	(7) The Center <u>shall</u> develop a written disaster plan and make is available to all child care staff members and employees.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(7)	Emergency Preparedness and Response Plans	(7) This emergency preparedness plan <u>must</u> be submitted to the Department and copies provided to all parents/guardians.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(7)	Emergency Preparedness and Response Plans	(7) This plan <u>shall</u> be posted in a conspicuous place.	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(7)(a)	Emergency Preparedness and Response Plans	(a) The plan <u>shall</u> include procedures that will be used to prepare for and respond to the following types of emergency or disaster situations:	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(7)(b)	Emergency Preparedness and Response Plans	(b) The disaster plan <u>shall</u> include details for:	Ala. Code §§38-7-1 through -17	1
660-5-26-.04(7)(d)	Emergency Preparedness and Response Plans	(d) Emergency procedures <u>shall</u> be practiced at least once each quarter so that children are familiar with the types of procedures...	Ala. Code §§38-7-1 through -17	1
660-5-26-.05	Transportation	The licensee <u>shall</u> assume full authority and responsibility for activities away from the center.	Ala. Code §§38-7-1 through -17	1
660-5-26-.05(1)(a)	Transportation Provided by the Center	(a) If the center provides transportation or any activities away from the center, a written statement, signed by each child's parent(s)/guardian(s), <u>shall</u> be on file...	Ala. Code §§38-7-1 through -17	1
660-5-26-.05(1)(a)	Transportation Provided by the Center	(a) The statement <u>shall</u> indicate that the parent(s)/guardian(s) has/have been informed...	Ala. Code §§38-7-1 through -17	1
660-5-26-.05(1)(b)	Transportation Provided by the Center	(b) The center <u>shall</u> be responsible for each child who is using transportation contracted for, arranged by, or provided by the center.	Ala. Code §§38-7-1 through -17	1
660-5-26-.05(1)(c)(1)	Transportation Provided by the Center	1. Checklists, on the <u>required</u> form, <u>shall</u> be used to account for the loading and unloading of each child from the vehicle at every location.	Ala. Code §§38-7-1 through -17	1

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660-5-26-.05(1)(c)(1)	Transportation Provided by the Center	1. Checklists <u>shall</u> also be used to account for each child during activities that include walking to and from the center.	Ala. Code §§38-7-1 through -17	1
660-5-26-.05(1)(c)(2)	Transportation Provided by the Center	2. The center <u>shall</u> designate the staff person responsible for completing the checklist.	Ala. Code §§38-7-1 through -17	1
660-5-26-.05(1)(c)(2)	Transportation Provided by the Center	2. The designated staff person <u>shall</u> sign (initials are not acceptable) the checklist when it has been completed.	Ala. Code §§38-7-1 through -17	1
660-5-26-.05(1)(c)(3)	Transportation Provided by the Center	3. The driver of the vehicle <u>shall</u> sign (initials are not acceptable) the completed checklist at each location...	Ala. Code §§38-7-1 through -17 Ala. Code §13A-11-290	0
660-5-26-.05(1)(c)(4)	Transportation Provided by the Center	4. Completed checklists <u>shall</u> be kept on file in the center for the current year plus at least two additional years.	Ala. Code §§38-7-1 through -17	1
660-5-26-.05(1)(d)	Transportation Provided by the Center	(d) When the center provides transportation to and from the home or another designated location, the center <u>shall</u> be responsible...	Ala. Code §§38-7-1 through -17	1
660-5-26-.05(1)(e)(1)	Transportation Provided by the Center	1. In addition to the driver, staff <u>shall</u> be provided to meet <u>required</u> staff-child ratios for children younger than lawful school age.	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-26-.05(1)(e)(1)	Transportation Provided by the Center	1. The driver of the vehicle <u>shall not</u> be counted in the <u>required</u> staff-child ratio when children younger than lawful school age are transported.	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-26-.05(1)(e)(3)	Transportation Provided by the Center	3. If fifteen (15) or more children of lawful school age are transported, at least one (1) staff person in addition to the driver <u>shall</u> be <u>required</u> .	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-26-.05(1)(e)(4)	Transportation Provided by the Center	4. If thirty (30) or more children of lawful school age are transported, at least two (2) staff persons in addition to the driver <u>shall</u> be <u>required</u> .	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-26-.05(1)(e)(5)	Transportation Provided by the Center	5. No child <u>shall</u> be left in a vehicle without adult supervision at any time.	Ala. Code §§38-7-1 through -17	0

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			Ala. Code §13A-11-290	
660-5-26-.05(1)(e)(6)	Transportation Provided by the Center	6. A staff person <u>shall</u> accompany each child younger than 2½ years of age from the vehicle to the care of the designated person.	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-26-.05(1)(e)(7)	Transportation Provided by the Center	7. A staff person <u>shall</u> visually supervise each child 2½ years of age and older from the vehicle to the care of a designated person.	Ala. Code §§38-7-1 through -17	1
660-5-26-.05(1)(e)(8)	Transportation Provided by the Center	8. The driver <u>shall</u> check each seat of the vehicle at each location to verify that no child is left on the vehicle.	Ala. Code §§38-7-1 through -17 Ala. Code §13A-11-290	0
660-5-26-.05(1)(f)(1)	Transportation Provided by the Center	1. Stationary seating space for each child <u>shall</u> be provided, and no child <u>shall</u> sit on the floor.	Ala. Code §§38-7-1 through -17	2
660-5-26-.05(1)(f)(1)	Transportation Provided by the Center	1. Children <u>shall</u> remain seated while the vehicle is in motion.	Ala. Code §§38-7-1 through -17, Ala. Code §32-5-222	0
660-5-26-.05(1)(f)(2)	Transportation Provided by the Center	2. Doors <u>shall</u> be locked at all times when the vehicle is moving.	Ala. Code §§38-7-1 through -17	1
660-5-26-.05(1)(f)(3)	Transportation Provided by the Center	3. Children <u>shall not</u> be transported in the front seat of any vehicle with a passenger side air bag.	Ala. Code §§38-7-1 through -17	1
660-5-26-.05(1)(f)(4)	Transportation Provided by the Center	4. The driver of the vehicle and all passengers <u>shall</u> be secured in a passenger restraint system at all times when the vehicle is moving.	Ala. Code §§38-7-1 through -17, §32-5-222	0
660-5-26-.05(1)(f)(5)	Transportation Provided by the Center	5. Each child <u>shall</u> be properly secured using an aftermarket or integrated child passenger restraint system meeting applicable...	Ala. Code §§38-7-1 through -17, §32-5-222	0

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660-5-26-.05(1)(f)(5)	Transportation Provided by the Center	5. Each child passenger restraint system <u>shall</u> be appropriate for the age and size of the child.	Ala. Code §§38-7-1 through -17, §32-5-222	0
660-5-26-.05(1)(f)(5)(i)	Transportation Provided by the Center	(i) Each child younger than one (1) year of age or weighing less than twenty (20) pounds <u>shall</u> be secured in an infant only...	Ala. Code §§38-7-1 through -17, §32-5-222	0
660-5-26-.05(1)(f)(5)(ii)	Transportation Provided by the Center	(ii) Each child younger than five (5) years of age or weighing less than 40 pounds <u>shall</u> be properly secured in a convertible seat...	Ala. Code §§38-7-1 through -17, §32-5-222	0
660-5-26-.05(1)(f)(5)(iii)	Transportation Provided by the Center	(iii) Each child younger than six (6) years of age <u>shall</u> be properly secured in a booster seat which is properly anchored to the vehicle...	Ala. Code §§38-7-1 through -17, §32-5-222	0
660-5-26-.05(1)(f)(5)(iv)	Transportation Provided by the Center	(iv) Each child six (6) years of age and older, the driver, and each adult passenger <u>shall</u> be secured in an individual seat belt...	Ala. Code §§38-7-1 through -17, Ala. Code 32-5b-1 through 32-5b-8	0
660-5-26-.05(1)(g)(1)	Transportation Provided by the Center	1. A safety check, on the <u>required</u> form, <u>shall</u> be done annually and signed and dated by a mechanic, on all vehicles regularly used...	Ala. Code §§38-7-1 through -17	1
660-5-26-.05(1)(g)(2)	Transportation Provided by the Center	2. A copy of the safety check, on the <u>required</u> form, <u>shall</u> be on file in the center.	Ala. Code §§38-7-1 through -17	1
660-5-26-.05(1)(g)(2)	Transportation Provided by the Center	2. The safety check <u>shall</u> show that the following items are operating in a safe condition:	Ala. Code §§38-7-1 through -17	1
660-5-26-.05(2)(a)	Transportation Provided by Parent(s)/Guardian(s)	(a) Each child being transported by parent(s)/guardian(s) or other designated person(s) <u>shall</u> be accompanied into and out of the center	Ala. Code §§38-7-1 through -17	1
660-5-26-.05(2)(b)	Transportation Provided by Parent(s)/Guardian(s)	(b) The center <u>shall require</u> the parent(s)/ guardian(s)... to sign (signature <u>required</u> , initials not acceptable) each child in/out...	Ala. Code §§38-7-1 through -17	2

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660-5-26-.05(2)(c)	Transportation Provided by Parent(s)/Guardian(s)	(c) If any child walks to the center from school...staff <u>shall</u> sign (signature <u>required</u> , initials not acceptable) each child in...	Ala. Code §§38-7-1 through -17	2
660-5-26-.05(2)(d)	Transportation Provided by Parent(s)/Guardian(s)	(d) The center <u>shall require</u> written authorization from a child's parent(s)/ guardian(s) to release a child to any person other...	Ala. Code §§38-7-1 through -17	1
660-5-26-.05(2)(e)	Transportation Provided by Parent(s)/Guardian(s)	(e) The center <u>shall require</u> unfamiliar authorized persons to show photographic identification when releasing a child.	Ala. Code §§38-7-1 through -17	1
660-5-26-.06	Staff	All staff hired after the effective date of these regulations <u>shall</u> meet experience, education, training and age qualifications.	Ala. Code §§38-7-1 through -17	1
660-5-26-.06	Staff	Verification of qualifications <u>shall</u> be on file in the center.	Ala. Code §§38-7-1 through -17	1
660-5-26-.06(1)(a)	Qualifications of Staff	(a) The center director <u>shall</u> have responsibility for the day to day operation and management of the center including supervision...	Ala. Code §§38-7-1 through -17	1
660-5-26-.06(1)(a)	Qualifications of Staff	(a) The center director <u>shall</u> be at least 19 years of age and <u>shall</u> have at least twenty (20) clock hours of training in administration...	Ala. Code §§38-7-1 through -17	2
660-5-26-.06(1)(a)	Qualifications of Staff	(a) In addition, the center director <u>shall</u> meet at least one of the following training categories:	Ala. Code §§38-7-1 through -17	1
660-5-26-.06(1)(a)(1)	Qualifications of Staff	1. Training in child care <u>shall</u> include at least twenty (20) hours in each of these areas:	Ala. Code §§38-7-1 through -17	1
660-5-26-.06(1)(b)	Qualifications of Staff	(b) Child care workers/teachers and all substitutes... <u>shall</u> be at least 18 years of age and <u>shall</u> have a high school diploma...	Ala. Code §§38-7-1 through -17	2
660-5-26-.06(1)(b)	Qualifications of Staff	(b) Within thirty (30) days after employment, child care workers/ teachers <u>shall</u> have at least twelve (12) hours of training...	Ala. Code §§38-7-1 through -17	1
660-5-26-.06(1)(b)	Qualifications of Staff	b) Training in child care <u>shall</u> include at least one (1) hour in each of these areas:	Ala. Code §§38-7-1 through -17	1
660-5-26-.06(1)(c)	Qualifications of Staff	(c) Aides/assistant teachers who assist with groups of children <u>shall</u> be at least 16 years of age and <u>shall</u> :	Ala. Code §§38-7-1 through -17	3

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660-5-26-.06(1)(c)(3)	Qualifications of Staff	3. and <u>shall not</u> be counted in the required staff-child ratio.	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-26-.06(1)(d)	Qualifications of Staff	(d) Service staff, such as cooks, janitors, or bus drivers, <u>shall not</u> be counted in the required staff-child ratio...	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-26-.06(1)(e)	Qualifications of Staff	(e) The driver of a center vehicle transporting children <u>shall</u> be at least 19 years of age and have a valid driver's license.	Ala. Code §§38-7-1 through -17, §32-6-1	0
660-5-26-.06(1)(f)	Qualifications of Staff	(f) A substitute staff person <u>shall</u> meet all qualifications of staff for whom he/she is substituting.	Ala. Code §§38-7-1 through -17	1
660-5-26-.06(1)(g)	Qualifications of Staff	(g) The director, teachers, aides/assistant teachers, all service staff and all substitutes <u>shall</u> have at least one (1) hour of preservice training from an outside source in each of the following eleven (11) <u>required</u> areas:	Ala. Code §§38-7-1 through -17	11
660-5-26-.06(1)(h)	Qualifications of Staff	(h) By August 1, 2022 the director, teachers, aides/assistant teachers, all service staff and all substitutes <u>must</u> be enrolled in the Alabama Pathway's Professional Development Registry.	Ala. Code §§38-7-1 through -17	1
660-5-26-.06(1)(h)(1)	Qualifications of Staff	1. By August 1, 2022, the center director <u>must</u> complete an orientation training on the assessment tools...	Ala. Code §§38-7-1 through -17	1
660-5-26-.06(2)(a)	Records on Staff	(a) Records on all staff, including substitutes and volunteers, <u>shall</u> be kept confidential, and <u>shall</u> be on file in the center...	Ala. Code §§38-7-1 through -17	0
660-5-26-.06(2)(a)	Records on Staff	(a) Records <u>shall</u> be maintained in the center for at least two years after the staff person has left the center.	Ala. Code §§38-7-1 through -17	0
660-5-26-.06(2)(a)	Records on Staff	(a) Records <u>shall</u> be filed in alphabetical order.	Ala. Code §§38-7-1 through -17	1
660-5-26-.06(2)(a)	Records on Staff	(a) Records <u>shall</u> contain originals or clear copies of <u>required</u> information.	Ala. Code §§38-7-1 through -17	1

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660-5-26-.06(2)(a)	Records on Staff	(a) Inactive files <u>shall</u> be maintained separately from active files.	Ala. Code §§38-7-1 through -17	1
660-5-26-.06(2)(a)	Records on Staff	(a) Records <u>shall</u> include but need not be limited to:	Ala. Code §§38-7-1 through -17	0
660-5-26-.06(2)(a)(2)	Records on Staff	2. Information regarding character and suitability <u>shall</u> be obtained on all staff, including substitutes and volunteers, by the licensee/center director, and <u>shall</u> include but need not be limited to:	Ala. Code §§38-7-1 through -17	2
660-5-26-.06(2)(a)(2)(i)	Records on Staff	(i) Reference contacts: written statements on the <u>required</u> form from three unrelated references...	Ala. Code §§38-7-1 through -17	0
660-5-26-.06(2)(a)(2)(ii)	Records on Staff	(ii) Request for Clearance of State Central Registry on Child Abuse/Neglect, on the <u>required</u> form...	Ala. Code §§38-7-1 through -17	0
660-5-26-.06(2)(a)(2)(ii)	Records on Staff	(ii) Forms <u>shall</u> be obtained from the Department's website.	Ala. Code §§38-7-1 through -17,	1
660-5-26-.06(2)(a)(5)	Records on Staff	5. <u>Required</u> medical examination report, including TB test or chest x-ray date and results.	Ala. Code §§38-7-1 through -17	0
660-5-26-.06(2)(a)(6)	Records on Staff	6. In addition to 1 through 5 above, the following specialized records <u>shall</u> be maintained if applicable...	Ala. Code §§38-7-1 through -17	0
660-5-26-.06(2)(a)(6)(i)	Records on Staff	(ii) Valid commercial driver's license (CDL), if <u>required</u> for vehicles used to transport children.	Ala. Code §§38-7-1 through -17	0
660-5-26-.06(2)(a)(6)(ii)	Records on Staff	(ii) (<u>Required</u> for vehicles designed to carry 16 or more persons, including the driver.)	Ala. Code §§38-7-1 through -17	0
660-5-26-.06(2)(a)(6)(iii)	Records on Staff	(iii) A copy of each certificate or certification <u>shall</u> be on file in the center.	Ala. Code §§38-7-1 through -17	0
660-5-26-.06(2)(a)(6)(iv)	Records on Staff	(iv) Written documentation of a current First Aid Certificate... <u>shall</u> be on file for at least one staff person present at the center...	Ala. Code §§38-7-1 through -17	0
660-5-26-.06(2)(b)(6)	Records on Staff	6. Updated valid commercial driver's license (CDL), if <u>required</u> for vehicles used to transport children.	Ala. Code §§38-7-1 through -17, §32-6-1	0

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660-5-26-.06(2)(b)(6)	Records on Staff	(Required for vehicles designed to carry 16 or more persons, including the driver.)	Ala. Code §§38-7-1 through -17	0
660-5-26-.06(2)(b)(8)	Records on Staff	8. A request for Clearance of State Central Registry on Child Abuse/Neglect, on the required form indicating whether a perpetrator record was found and must be updated every five (5) years.	Ala. Code §§38-7-1 through -17, 26-14-1 through 13	0
660-5-26-.06(2)(b)(9)	Records on Staff	9. A Criminal History Suitability Determination letter from the Department must be updated every (5) years.	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12	0
660-5-26-.06(2)(c)(1)	Records on Staff	1. The following information on the applicant/ director/board member (if applicable) shall be submitted to the Department...	Ala. Code §§38-7-1 through -17	0
660-5-26-.06(2)(c)(1)	Records on Staff	1. A copy shall be kept on file at the center	Ala. Code §§38-7-1 through -17	0
660-5-26-.06(2)(c)(1)(iv)	Records on Staff	(iv) Initial medical examination report, on the required form, signed by a licensed practicing medical doctor...	Ala. Code §§38-7-1 through -17	0
660-5-26-.06(3)(a)	Health – Staff	(a) Initially, each staff person shall provide a statement, on the required form, from a licensed practicing medical doctor...	Ala. Code §§38-7-1 through -17	1
660-5-26-.06(3)(a)	Health – Staff	(a) The initial statement shall be dated within six (6) months prior to employment and shall document the date and results...	Ala. Code §§38-7-1 through -17	2
660-5-26-.06(3)(a)	Health – Staff	(a) The statement shall attest to the physical suitability of the staff person to care for children or to perform services in a center...	Ala. Code §§38-7-1 through -17	1
660-5-26-.06(3)(a)	Health – Staff	(a) The statement shall be signed by the licensed practicing medical doctor...and shall be on file in the center at the time of employment.	Ala. Code §§38-7-1 through -17	2
660-5-26-.06(3)(b)	Health – Staff	(b) At least every four years after the date of the initial statement, each staff person shall obtain a statement, on the required form...	Ala. Code §§38-7-1 through -17	1
660-5-26-.06(3)(b)	Health – Staff	(b) The statement shall be on file in the center.	Ala. Code §§38-7-1 through -17	1

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660-5-26-.06(3)(c)	Health – Staff	(c) Staff persons with symptoms of a contagious disease/condition <u>shall not</u> be present in the center.	Ala. Code §§38-7-1 through -17	1
660-5-26-.06(3)(d)	Health – Staff	(d) A staff person who...shows indication of a physical, emotional, or mental condition... <u>shall not</u> continue work at the center...	Ala. Code §§38-7-1 through -17	1
660-5-26-.06(3)(e)	Health – Staff	(e) An additional medical or psychological evaluation or drug screening <u>shall</u> be <u>required</u> at the discretion of the Department's...	Ala. Code §§38-7-1 through -17	1
660-5-26-.06(3)(e)	Health – Staff	(e) A release to allow the Department representative to confer directly with the doctor or the professional performing the evaluation <u>shall</u> be provided on request.	Ala. Code §§38-7-1 through -17	1
660-5-26-.06(4)(a)	In-Service Training for Staff	(a) All staff <u>shall</u> be involved in ongoing training related to his/her specific responsibilities	Ala. Code §§38-7-1 through -17	1
660-5-26-.06(4)(a)	In-Service Training for Staff	(a) Training in child care <u>shall</u> include the following areas:	Ala. Code §§38-7-1 through -17	1
660-5-26-.06(4)(b)	In-Service Training for Staff	(b) Directors <u>shall</u> obtain at least twenty-four (24) clock hours of training each year.	Ala. Code §§38-7-1 through -17	1
660-5-26-.06(4)(c)	In-Service Training for Staff	(c) Child care workers/teachers <u>shall</u> obtain at least twelve (12) clock hours of training each year.	Ala. Code §§38-7-1 through -17	1
660-5-26-.06(4)(d)	In-Service Training for Staff	(d) Service staff (such as cooks, bus drivers, janitors) <u>shall</u> obtain at least four (4) clock hours of training each year.	Ala. Code §§38-7-1 through -17	1
660-5-26-.06(4)(e)	In-Service Training for Staff	(e) Documentation of training <u>shall</u> be on file in the center.	Ala. Code §§38-7-1 through -17	1
660-5-26-.06(4)(e)	In-Service Training for Staff	(e) Training in Infant-Child (Pediatric) Cardiopulmonary Resuscitation (CPR) and First Aid <u>shall not</u> be counted...	Ala. Code §§38-7-1 through -17	1
660-5-26-.06(4)(g)	In-Service Training for Staff	(g) Thereafter, the director, teachers' aides/assistant teachers, all service staff and all substitutes <u>shall</u> have at least one hour of annual training from an outside source in each of the following eleven (11) <u>required</u> areas:	Ala. Code §§38-7-1 through -17	11
660-5-26-.07(1)	Character and Suitability Review	(1) All applicants, board members... <u>shall</u> be of suitable and good moral character in order to operate or work in a child care center	Ala. Code §§38-7-1 through -17	1

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660-5-26-.07(1)	Character and Suitability Review	(1) All applicants, board members... shall be investigated to determine their character and suitability to hold a license...	Ala. Code §§38-7-1 through -17	1
660-5-26-.07(1)(b)	Character and Suitability Review	(b) This information must be updated every five (5) years.	Ala. Code §§38-7-1 through -17	1
660-5-26-.07(1)(d)	Character and Suitability Review	(d) The holder of a license, permit, or approval to operate... shall review information regarding the character and suitability...	Ala. Code §§38-7-1 through -17	1
660-5-26-.07(1)(e)	Character and Suitability Review	(e) The holder of a license, permit, or approval to operate... shall conduct a review as set out below...	Ala. Code §§38-7-1 through -17	1
660-5-26-.07(1)(f)	Character and Suitability Review	(f) A review shall also be conducted on all applicants for employment or volunteer services...	Ala. Code §§38-7-1 through -17	1
660-5-26-.07(2)	Factors to be considered	(2) Factors to be considered in determining character and suitability shall include, but need not be limited to:	Ala. Code §§38-7-1 through -17, §§38-13-1 through 38-13-12	0
660-5-26-.07(2)(a)(1)(i)	Factors to be considered	(i) Applicants for a license or approval to operate shall furnish the names of at least three (3) individuals who are not related...	Ala. Code §§38-7-1 through -17	1
660-5-26-.07(2)(a)(1)(i)	Factors to be considered	(i) The names, addresses, and telephone numbers of the three references shall be furnished to the Department...	Ala. Code §§38-7-1 through -17	1
660-5-26-.07(2)(a)(1)(ii)	Factors to be considered	(ii) Center Directors shall furnish the names of at least three (3) individuals who are not related to the director...	Ala. Code §§38-7-1 through -17	1
660-5-26-.07(2)(a)(1)(ii)	Factors to be considered	(ii) The names, addresses, and telephone numbers of the three references shall be furnished to the Department...	Ala. Code §§38-7-1 through -17	1
660-5-26-.07(2)(a)(1)(iii)	Factors to be considered	(iii) All information obtained on applicants, board members, and center directors shall be maintained by the Department.	Ala. Code §§38-7-1 through -17	1
660-5-26-.07(2)(a)(2)(i)	Factors to be considered	(i) For each staff person, employee, and volunteer...at least three (3) written reference letters... shall be obtained...	Ala. Code §§38-7-1 through -17	1
660-5-26-.07(2)(a)(2)(ii)	Factors to be considered	(ii) The holder of the license, permit, or approval, or their designee shall maintain all information obtained on staff...	Ala. Code §§38-7-1 through -17	1

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660-5-26-.07(2)(b)(1)	Factors to be considered	1. A completed request for clearance of the State Central Registry on Child Abuse/Neglect <u>shall</u> be submitted to the Department on the <u>required</u> form...	Ala. Code §§38-7-1 through -17, 26-14-1 through 13	0
660-5-26-.07(2)(b)(1)	Factors to be considered	1. Results of the request for clearance <u>shall</u> be maintained as part of the Department's records.	Ala. Code §§38-7-1 through -17, 26-14-1 through 13	0
660-5-26-.07(2)(b)(2)	Factors to be considered	2. A completed request for clearance of the State Central Registry on Child Abuse/Neglect <u>shall</u> be submitted to the Department on the <u>required</u> form...	Ala. Code §§38-7-1 through -17, 26-14-1 through 13	0
660-5-26-.07(2)(b)(2)	Factors to be considered	2. Results of the request for clearance <u>shall</u> be maintained as part of the Department's records.	Ala. Code §§38-7-1 through -17, 26-14-1 through 13	0
660-5-26-.07(2)(b)(3)	Factors to be considered	3. A completed request for clearance of the State Central Registry on Child Abuse/Neglect for each staff person... <u>shall</u> be submitted to the Department on the <u>required</u> form...	Ala. Code §§38-7-1 through -17, 26-14-1 through 13	0
660-5-26-.07(2)(b)(3)	Factors to be considered	3. The results of the request for clearance <u>shall</u> be maintained in the person's file in the center.	Ala. Code §§38-7-1 through -17, 26-14-1 through 13	0
660-5-26-.07(2)(b)(4)	Factors to be considered	4. All applicants/board members, center directors and staff <u>must</u> request a supplemental clearance of inter-state child abuse...	Ala. Code §§38-7-1 through -17, 26-14-1 through 13	0

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660-5-26-.07(2)(c)(1)	Factors to be considered	1. The criminal history of individuals <u>shall</u> be reviewed and <u>shall</u> be a factor in determining the character and suitability of individuals...	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12	0
660-5-26-.07(2)(c)(1)	Factors to be considered	1. All applicants for a license or approval and staff persons... <u>shall</u> reveal on their application, all past criminal convictions...	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12	0
660-5-26-.07(2)(c)(1)	Factors to be considered	1. The holder of a license... <u>shall</u> inform the Department of all criminal convictions and current criminal charges...	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12	0
660-5-26-.07(2)(c)(1)	Factors to be considered	1. Staff persons, employees and volunteers <u>shall</u> inform the holder of a license... of all criminal convictions and current charges...	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12	0
660-5-26-.07(2)(c)(2)	Factors to be considered	2. Upon receipt of a determination of unsuitability, the affected individual <u>shall</u> be terminated from employment...	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12	0
660-5-26-.07(2)(c)(3)	Factors to be considered	3. The Department <u>shall</u> suspend or revoke the license...if the applicant/licensee, staff... receives a determination of unsuitable character.	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12	0
660-5-26-.07(2)(c)(4)	Factors to be considered	4. the licensee <u>shall</u> make his or her own determination regarding employment or volunteer work.	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12	0

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660-5-26-.07(2)(c)(5)	Factors to be considered	5. The licensee <u>shall</u> inform the Department of any criminal convictions and current criminal charges involving the licensee...	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12	0
660-5-26-.07(2)(c)(5)	Factors to be considered	5. Such reports <u>shall</u> be made within 24 hours and followed by a written report within five (5) days.	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12	0
660-5-26-.07(2)(c)(5)	Factors to be considered	5. This information <u>shall</u> be kept on file by the Department.	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12	0
660-5-26-.07(2)(c)(6)	Factors to be considered	6. The Department of Human Resources <u>shall not</u> be responsible for the payment of any fees <u>required</u> for obtaining criminal history information.	Ala. Code §§38-7-1 through -17	0
660-5-26-.07(2)(c)(7)	Factors to be considered	7. The criminal history background check <u>must</u> include the following suitability components.	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12, 38-13-3, 38-13-4, 38-13-5	0
660-5-26-.07(2)(d)(1)	Factors to be considered	1. Examples of evidence which may make an applicant for a license...unsuitable to hold a license... <u>shall</u> include but are...	Ala. Code §§38-7-1 through -17	1
660-5-26-.07(2)(d)(4)	Factors to be considered	4. An application for a license <u>shall</u> be denied or a license, permit, or approval <u>shall</u> be suspended or revoked if...	Ala. Code §§38-7-1 through -17	1
660-5-26-.08(1)	Applicant/Licensee	(1) Any person, group of persons or corporation interested in operating a child care center <u>shall</u> :	Ala. Code §§38-7-1 through -17	5
660-5-26-.08(1)(e)(1)	Applicant/Licensee	1. A copy of the center's written operating policies <u>shall</u> be provided to the parent(s)/guardian(s) at the time of the child's enrollment.	Ala. Code §§38-7-1 through -17	1

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660-5-26-.08(1)(e)(2)	Applicant/Licensee	2. A copy of the center's written operating policies <u>shall</u> be submitted to the Department.	Ala. Code §§38-7-1 through -17	1
660-5-26-.08(1)(e)(3)	Applicant/Licensee	3. Operating policies <u>shall not</u> contradict the Standards.	Ala. Code §§38-7-1 through -17	1
660-5-26-.08(1)(e)(4)	Applicant/Licensee	4. Changes in the center's operating policies <u>shall</u> be provided to the parent(s)/guardian(s) and to the Department.	Ala. Code §§38-7-1 through -17	1
660-5-26-.08(2)(a)	Reports to the Department	a) The following <u>shall</u> be reported in writing to the Department prior to occurrence:	Ala. Code §§38-7-1 through -17	0
660-5-26-.08(2)(a)(1)	Reports to the Department	1. change in ownership (if a change in ownership occurs, the center <u>shall not</u> continue to operate until the new owner applies for and is issued a license, permit, or approval);	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12	0
660-5-26-.08(2)(a)(2)	Reports to the Department	2. change in location (if a change in location occurs, the center <u>shall not</u> continue to operate until a new license is applied for and a license, permit, or approval is issued for the new location);	Ala. Code §§38-7-1 through -17	1
660-5-26-.08(2)(b)	Reports to the Department	(b) The following <u>shall</u> be reported to the Department within 24 hours after occurrence, with written explanation to follow within five (5) days:	Ala. Code §§38-7-1 through -17	1
660-5-26-.08(2)(b)(2)	Reports to the Department	2. any illness occurring at the center or during away from the center activities which <u>requires</u> emergency medical treatment;	Ala. Code §§38-7-1 through -17	0
660-5-26-.08(2)(c)(1)	Reports to the Department	1. Each staff person is <u>required</u> by law (Code of Ala. 1975) to report known or suspected child abuse or neglect (see rule 660-5-26-.01) to the County Department of Human Resources or the local chief of police, or county sheriff.	Ala. Code §§38-7-1 through -17, §§ 26-14-1 through 26-14-13	0
660-5-26-.08(2)(c)(1)	Reports to the Department	The report <u>shall</u> be made immediately by telephone or direct oral communication, followed by a written report, containing all known information.	Ala. Code §§38-7-1 through -17, §§ 26-14-1 through 26-14-13	0

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660-5-26-.08(2)(c)(4)	Reports to the Department	4. The licensee and all staff persons, employees, and volunteers <u>shall</u> cooperate with Department personnel on any child abuse or neglect investigation, including providing information to the Department's representatives and allowing access to children and records.	Ala. Code §§38-7-1 through -17	1
660-5-26-.08(3)(a)	Admission Procedures	(a) The total number of the children in the care of the center at any given time, including children on the premises (inside and outside), children in transit, and children on field trips or other center activities, <u>shall</u> conform to that which is specified on the license, permit, or approval.	Ala. Code §§38-7-1 through -17	1
660-5-26-.08(3)(b)	Admission Procedures	(b) The age range of the children in the care of the center at any given time, including children on the premises (inside and outside), children in transit, and children on field trips or other center activities, <u>shall</u> conform to that which is specified on the license, permit, or approval.	Ala. Code §§38-7-1 through -17	1
660-5-26-.08(3)(c)	Admission Procedures	(c) If the center accepts children for drop-in care, all of the following conditions <u>shall</u> be met:	Ala. Code §§38-7-1 through -17	4
660-5-26-.08(3)(c)(2)	Admission Procedures	2. staff-child ratio maintained as <u>required</u> ;	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-26-.08(3)(c)(3)	Admission Procedures	3. <u>required</u> records maintained and filed;	Ala. Code §§38-7-1 through -17	0
660-5-26-.08(4)(a)(1)	Children's Records	1. Children's records and information about children and their families <u>shall</u> be kept confidential.	Ala. Code §§38-7-1 through -17	0
660-5-26-.08(4)(a)(2)	Children's Records	2. Confidential information about children and their families <u>shall not</u> be used or disclosed for any purpose not directly related to the well-being of the child.	Ala. Code §§38-7-1 through -17	0
660-5-26-.08(4)(a)(3)	Children's Records	3. Any discussion about children and their families <u>shall</u> be treated as confidential.	Ala. Code §§38-7-1 through -17	0
660-5-26-.08(4)(a)(4)	Children's Records	4. Confidential information including children's records <u>shall</u> be accessible only to authorized persons.	Ala. Code §§38-7-1 through -17	0

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660-5-26-.08(4)(b)	Children's Records	(b) Individual records on each child <u>shall</u> be on file in the center on the child's first day of attendance.	Ala. Code §§38-7-1 through -17	0
660-5-26-.08(4)(b)	Children's Records	(b) Records <u>shall</u> be maintained in the center for at least two years after the child has left the center	Ala. Code §§38-7-1 through -17	0
660-5-26-.08(4)(b)	Children's Records	(b) Records <u>shall</u> be filed in alphabetical order.	Ala. Code §§38-7-1 through -17	1
660-5-26-.08(4)(b)	Children's Records	(b) Records <u>shall</u> contain originals or clear copies of required information.	Ala. Code §§38-7-1 through -17	1
660-5-26-.08(4)(b)	Children's Records	(b) In-active files <u>shall</u> be maintained separately from active files.	Ala. Code §§38-7-1 through -17	1
660-5-26-.08(4)(b)	Children's Records	(b) Records <u>shall</u> include but need not be limited to:	Ala. Code §§38-7-1 through -17	0
660-5-26-.08(4)(b)(3)(i)	Children's Records	(i) On the child's first day of attendance, each child from two (2) months of age to lawful school age and each child of lawful school age who is not enrolled in public or private school kindergarten <u>shall</u> have a valid State of Alabama Certificate of Immunization on file in the center, unless one of the following is on file in the center:	Ala. Code §§38-7-1 through -17, §§16-30-1 through 16-30-5	0
660-5-26-.08(4)(b)(3)(ii)	Children's Records	(ii) Each child's Certificate of Immunization <u>shall</u> be updated according to the expiration date indicated on the certificate.	Ala. Code §§38-7-1 through -17, §§16-30-1 through 16-30-5	0
660-5-26-.08(4)(b)(1)	Children's Records	(1) 1. Child's Pre-Admission Record, on the <u>required</u> form	Ala. Code §§38-7-1 through -17	0
660-5-26-.08(4)(b)(1)	Children's Records	2. Records of injury/illness occurring at the center or during away from center activities, which <u>require</u> professional medical attention, emergency medical attention, or hospitalization.	Ala. Code §§38-7-1 through -17	0
660-5-26-.08(4)(b)(5)	Children's Records	5. Any other information about a child <u>shall</u> be kept in the child's record.	Ala. Code §§38-7-1 through -17	0

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660-5-26-.08(5)	Center Records	(5) The following records <u>shall</u> be kept on file for the current year plus two additional years.	Ala. Code §§38-7-1 through -17	0
660-5-26-.08(5)(a)	Center Records	(a) Daily attendance records on all staff and children <u>shall</u> be maintained.	Ala. Code §§38-7-1 through -17	0
660-5-26-.09	Nighttime Centers	In addition to the regulations set forth for day care centers, centers providing nighttime care <u>shall</u> meet the following regulations or modifications:	Ala. Code §§38-7-1 through -17	1
660-5-26-.09(1)(a)	Equipment and furnishings	(a) In centers operating past midnight, cribs or cots, fitted with a waterproof mattress, <u>shall</u> be provided for each child.	Ala. Code §§38-7-1 through -17	1
660-5-26-.09(1)(b)	Equipment and furnishings	(b) In centers operating past midnight, there <u>shall</u> be at least one (1) bathing facility for every fifteen (15) children.	Ala. Code §§38-7-1 through -17	1
660-5-26-.09(2)(a)(1)	Children's Records	1. Children's records and information about children and their families <u>shall</u> be kept confidential.	Ala. Code §§38-7-1 through -17	0
660-5-26-.09(2)(a)(2)	Children's Records	2. Confidential information about children and their families <u>shall not</u> be used or disclosed for any purpose not directly related to the well-being of the child	Ala. Code §§38-7-1 through -17	0
660-5-26-.09(2)(a)(3)	Children's Records	3. Any discussion about children and their families <u>shall</u> be treated as confidential.	Ala. Code §§38-7-1 through -17	0
660-5-26-.09(2)(a)(4)	Children's Records	4. Confidential information including children's records <u>shall</u> be accessible only to authorized persons.	Ala. Code §§38-7-1 through -17	0
660-5-26-.09(2)(a)(5)	Children's Records	5. The Department <u>shall</u> have the right to inspect center records, including children's records.	Ala. Code §§38-7-1 through -17	0
660-5-26-.09(2)(b)	Children's Records	(b) Individual records on each child <u>shall</u> be on file in the center on the child's first day of attendance.	Ala. Code §§38-7-1 through -17	0
660-5-26-.09(2)(b)	Children's Records	(b) Records <u>shall</u> be maintained in the center for at least two years after the child has left the center.	Ala. Code §§38-7-1 through -17	0
660-5-26-.09(2)(b)	Children's Records	(b) Records <u>shall</u> be filed in alphabetical order.	Ala. Code §§38-7-1 through -17	1

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660-5-26-.09(2)(b)	Children's Records	(b) Records <u>shall</u> contain originals or clear copies of <u>required</u> information.	Ala. Code §§38-7-1 through -17	1
660-5-26-.09(2)(b)	Children's Records	(b) In-active files <u>shall</u> be maintained separately from active files.	Ala. Code §§38-7-1 through -17	1
660-5-26-.09(2)(b)	Children's Records	(b) Records <u>shall</u> include but need not be limited to	Ala. Code §§38-7-1 through -17	0
660-5-26-.09(2)(b)(1)	Children's Records	1. Child's Pre-Admission Record, on the <u>required</u> form, including:	Ala. Code §§38-7-1 through -17	0
660-5-26-.09(2)(b)(2)	Children's Records	2. Records of injury/illness occurring at the center or during away from center activities, which <u>require</u> professional medical attention, emergency medical attention, or hospitalization.	Ala. Code §§38-7-1 through -17	0
660-5-26-.09(2)(b)(3)(i)	Children's Records	(i) On the child's first day of attendance, each child from two (2) months of age to lawful school age and each child of lawful school age who is not enrolled in public or private school kindergarten <u>shall</u> have a valid State of Alabama Certificate of Immunization on file...	Ala. Code §§38-7-1 through -17	0
660-5-26-.09(2)(b)(3)(ii)	Children's Records	(ii) Each child's Certificate of Immunization <u>shall</u> be updated according to the expiration date indicated on the certificate.	Ala. Code §§38-7-1 through -17, §§16-30-1 through 16-30-5	0
660-5-26-.09(2)(b)(5)	Children's Records	5. Any other information about a child <u>shall</u> be kept in the child's record.	Ala. Code §§38-7-1 through -17	0
660-5-26-.09(3)(a)(2)	Child Care Program	2. <u>Required</u> staff-child ratios and grouping for day care centers <u>shall</u> be maintained while the children are awake.	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-26-.09(3)(a)(3)	Child Care Program	3. At least one staff person who is at least 18 years of age... <u>shall</u> be present in the center during all hours of operation.	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0

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660-5-26-.09(3)(a)(3)	Child Care Program	3. Copies of the certificates and certifications <u>shall</u> be kept on file in the center.	Ala. Code §§38-7-1 through -17	1
660-5-26-.09(3)(a)(4)(i)	Child Care Program	(i) All children <u>shall</u> have staff supervision at all time.	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-26-.09(3)(a)(4)(ii)	Child Care Program	(ii) Each staff person giving care before bedtime and bedtime periods <u>shall</u> be assigned the responsibility of caring for the same children...	Ala. Code §§38-7-1 through -17	1
660-5-26-.09(3)(a)(4)(iii)	Child Care Program	(iii) There <u>shall</u> be at least one (1) staff person in each room of sleeping children.	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-26-.09(3)(a)(4)(iii)	Child Care Program	(iii) Staff <u>shall</u> be able to see all the children at all times.	Ala. Code §§38-7-1 through -17	1
660-5-26-.09(3)(a)(4)(iv)	Child Care Program	(iv) All staff on duty <u>shall</u> be awake and alert to the needs of the children.	Ala. Code §§38-7-1 through -17	1
660-5-26-.09(3)(a)(4)(v)	Child Care Program	(v) There <u>shall</u> be at least two staff persons age 18 or older available in the center building or on the premises, whenever children are present.	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-26-.09(3)(a)(4)(v)	Child Care Program	(v) <u>Required</u> staff-child ratios <u>shall</u> be met at all times.	45 C.F.R. §98, Ala. Code §§38-7-1 through -17	0
660-5-26-.09(3)(a)(4)(vi)	Child Care Program	(vi) While children are sleeping, lighting <u>shall</u> be maintained at a level that will enable children to be visible.	Ala. Code §§38-7-1 through -17	1
660-5-26-.09(3)(b)(1)	Child Care Program	1. A nightly schedule <u>shall</u> be posted.	Ala. Code §§38-7-1 through -17	1
660-5-26-.09(3)(b)(2)	Child Care Program	2. Outdoor time <u>shall</u> be available to the children during daylight hours.	Ala. Code §§38-7-1 through -17	1
660-5-26-.09(3)(b)(3)	Child Care Program	3. The word "napping" as included in the day care standards <u>shall</u> mean "sleeping" for nighttime centers.	Ala. Code §§38-7-1 through -17	1

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660-5-26-.09(3)(b)(4)	Child Care Program	4. The staff <u>shall</u> assist each child, in dressing and grooming, as needed.	Ala. Code §§38-7-1 through -17	1
660-5-26-.09(3)(c)(1)	Child Care Program	1. Any child who goes directly from the center to school <u>shall</u> be served breakfast before leaving the center unless breakfast <u>shall</u> be eaten at school.	Ala. Code §§38-7-1 through -17	1
660-5-26-.09(3)(c)(2)	Child Care Program	2. Individual soap, individual towel, and an individual washcloth <u>shall</u> be provided for each child who is bathed at the center.	Ala. Code §§38-7-1 through -17	1
660-5-26-.10	Corrective/ Adverse Actions	Written notice of the corrective or adverse action <u>shall</u> be posted at each public entrance of the child care center.	Ala. Code §§38-7-1 through -17	1
660-5-26-.10(1)(b)(2)	Types of Corrective Actions	2. During the corrective action period, the licensee <u>shall</u> correct each deficiency (area of noncompliance) and <u>shall</u> report the corrections to the Department.	Ala. Code §§38-7-1 through -17	0
660-5-26-.10(2)(a)(1)	Types of Adverse Actions	1. At the beginning of the probationary period the licensee <u>shall</u> be provided with: a statement of each deficiency; a description of how the deficiency <u>shall</u> be corrected; the date by which corrections <u>shall</u> be completed; and the signature of the Department's representative and the licensee or facility representative.	Ala. Code §§38-7-1 through -17	0
660-5-26-.10(2)(a)(2)	Types of Adverse Actions	2. During the probationary period, the licensee <u>shall</u> correct each deficiency (area of noncompliance) and <u>shall</u> report the corrections to the Department.	Ala. Code §§38-7-1 through -17	0
660-5-26-.10(2)(a)(2)	Types of Adverse Actions	2. The length of the period of probationary status <u>shall</u> be determined based on the nature of the areas of noncompliance.	Ala. Code §§38-7-1 through -17	0
660-5-26-.10(2)(a)(2)	Types of Adverse Actions	2. The maximum period <u>shall</u> be six (6) months.	Ala. Code §§38-7-1 through -17	0
660-5-26-.10(2)(b)	Types of Adverse Actions	If the Department makes the decision to revoke or refuse to renew the license, approval or six-month permit, a pre-revocation hearing <u>shall</u> be held.	Ala. Code §§38-7-1 through -17	0

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660-5-26-.10(2)(c)	Types of Adverse Actions	(c) In this event, the child care facility <u>shall not</u> operate during the pendency of any proceeding for a fair hearing or judicial review, except under court order.	Ala. Code §§38-7-1 through -17	1
660-5-26-.10(2)(c)	Types of Adverse Actions	(c) The suspension may remain in effect for a period of no longer than 120 days and <u>shall not</u> be renewable.	Ala. Code §§38-7-1 through -17	0
660-5-26-.10(2)(c)	Types of Adverse Actions	(c) The license, permit, or approval <u>shall not</u> be suspended for the same or a substantially similar emergency within one calendar year...	Ala. Code §§38-7-1 through -17	0
660-5-26-.10(2)(d)(2)	Types of Adverse Actions	2. Any person..., group of persons, association or corporation who conducts, operates or acts as a child care facility without a license, or a six-month permit or an approval... is in violation of the provisions of Title 38, Chapter 7, Code of Ala. 1975... or any person, etc., who violates any other provision of said Chapter... <u>shall</u> be guilty of a misdemeanor...and <u>shall</u> be fined not less than \$100 nor more than \$1000 or be imprisoned in the county jail not longer than one year or both.	Ala. Code §§38-7-1 through -17	0
660-5-26-.11(1)(b)	Pre-revocation Hearings	(b) The suspension <u>shall</u> become effective immediately unless otherwise stated.	Ala. Code §§38-7-1 through -17	1
660-5-26-.11(1)(b)	Pre-revocation Hearings	(b) In this event, the child care facility <u>shall not</u> operate during the pendency of any proceeding for a fair hearing...	Ala. Code §§38-7-1 through -17	1
660-5-26-.11(2)(c)	Request for a Fair Hearing	(c) When a pre-revocation hearing has been held, a request for a fair hearing <u>shall</u> be filed within fourteen (14) calendar days...	Ala. Code §§38-7-1 through -17	1
660-5-26-.11(2)(d)	Request for a Fair Hearing	(d) The existing license or six-month permit <u>shall</u> be suspended immediately or on the date specified in the notice of suspension.	Ala. Code §§38-7-1 through -17	1
660-5-26-.11(2)(e)	Request for a Fair Hearing	(e) In all other situations where a pre-action hearing has not been held, a request for a fair hearing <u>shall</u> be filed within sixty...	Ala. Code §§38-7-1 through -17	1
660-5-26-.12(1)	Required Equipment List	(1) 0 up to 18 months - Minimum Equipment <u>Required</u> for Each Group of Children (based on child/staff ration and capacity of the room).	Ala. Code §§38-7-1 through -17	11
660-5-26-.12(2)	Required Equipment List	(2) 18 months up to 2½ years - Minimum Equipment <u>Required</u> for Each Group of Children (based on child/staff ratio and capacity of the room).	Ala. Code §§38-7-1 through -17	21

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660-5-26-.12(3)	Required Equipment List	(3) 24 months up to 36 months - Minimum Equipment Required for Each Group of Children (based on child/staff ratio and capacity of the room).	Ala. Code §§38-7-1 through -17	19
660-5-26-.12(4)	Required Equipment List	(4) 2½ years up to 6 years - Minimum Equipment Required For Each Group of Children (based on child/staff ratio and capacity of the room).	Ala. Code §§38-7-1 through -17	32
660-5-26-.12(5)	Required Equipment List	(5) 6 years and older - Minimum Equipment Required For Each Group of Children (based on child/staff ratio and capacity of the room).	Ala. Code §§38-7-1 through -17	13
660-5-26-.12(6)	Required Equipment List	(6) Playground Equipment. Minimum Equipment Required For Groups Of Twenty-Five Children Or Fewer On The Playground.	Ala. Code §§38-7-1 through -17	7
660-5-27-.01	Licensing Requirement	For purposes of these regulations, a license is required if one of the following items apply:	Ala. Code §§38-7-1 through -17	1
660-5-27-.02(12)	EARLY INTERVENTION SERVICES STAFF/VENDORS	(12) When the services are provided to a child in a licensed child care facility, the individual shall present photographic identification...	Ala. Code §§38-7-1 through -17	1
660-5-27-.02(21)	SUBSTITUTE	(21) A person, at least 18 years of age, who meets the qualifications and is on call if the licensee must be away from the home.	Ala. Code §§38-7-1 through -17	1
660-5-27-.03(1)(a)	Application for a License	(a) Day care or nighttime care shall not be provided or advertised prior to issuance of a license or a six-month permit.	Ala. Code §§38-7-1 through -17	1
660-5-27-.03(1)(c)	Application for a License	(c) An application for a license to operate a child care home shall be made on the required form and shall include all requested information.	Ala. Code §§38-7-1 through -17	2
660-5-27-.03(1)(d)	Application for a License	(d) Applications for a license shall not be transferred from one person to another or from one location to another.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.03(1)(e)(4)	Application for a License	4. All applicants for a license or for renewal shall indicate on the application in the space provided whether the applicant chooses to participate in the QRIS program...	Ala. Code §§38-7-1 through -17	1
660-5-27-.03(1)(e)(4)	Application for a License	4. Participation in QRIS program is voluntarily, and the decision to be a non-participant shall have no effect on the license issued...	Ala. Code §§38-7-1 through -17.	0
660-5-27-.03(1)(e)(4)	Application for a License	4. The QRIS Star rating earned by a participating provider shall have no effect on the license issued pursuant to these standards.	Ala. Code §§38-7-1 through -17.	0

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660-5-27-.03(6)(c)	Six-Month Permit	(c) The application <u>shall</u> be denied and the home <u>shall</u> close if Standards have not been met at the expiration of the six-month permit.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.03(7)(c)	Provisions of a License/Permit	(c) The number of children in the home... <u>shall not</u> exceed the number specified on the license/permit.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.03(7)(c)	Provisions of a License/Permit	(c) Children <u>shall</u> be counted as follows:	Ala. Code §§38-7-1 through -17.	0
660-5-27-.03(7)(c)(1)	Provisions of a License/Permit	1. Children younger than lawful school age...who live in the home <u>shall</u> be counted when they are in the home or on the premises.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.03(7)(c)(2)	Provisions of a License/Permit	2. Children of lawful school age and older, who live in the home, <u>shall not</u> be counted.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.03(7)(c)(3)	Provisions of a License/Permit	3. Children younger than twelve (12) years of age... <u>shall</u> be counted when they are in the home or on the premises.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.03(7)(d)	Provisions of a License/Permit	(d) The age range of the children received for care <u>shall</u> conform to the specifications on the license/permit.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.03(7)(e)	Provisions of a License/Permit	(e) No home <u>shall</u> be licensed for more than three (3) children younger than twelve (12) months of age.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.03(7)(h)	Provisions of a License/Permit	(h) The current license/permit <u>shall</u> be posted in a place in the home easily viewed by the parent(s)/guardian(s).	Ala. Code §§38-7-1 through -17.	1
660-5-27-.03(7)(i)	Provisions of a License/Permit	(i) The license/permit <u>shall not</u> be transferred to another person or to another location and is void if the licensee moves...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.03(7)(j)	Provisions of a License/Permit	(j) Violators of provisions or standards prescribed by the Department <u>shall</u> be guilty of a misdemeanor and <u>shall</u> be fined not less than...	Ala. Code §§38-7-1 through -17.	0
660-5-27-.03(8)(a)	Renewal of a License	(a) An application for renewal of a license <u>shall</u> be submitted to the Department at least thirty (30) calendar days prior...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.03(8)(a)	Renewal of a License	(a) The application for renewal <u>shall</u> be made on the Department's required form(s).	Ala. Code §§38-7-1 through -17.	0
660-5-27-.03(8)(d)	Renewal of a License	(d) If, upon inspection, minimum standards are not being met, corrective or adverse action <u>shall</u> be taken.	Ala. Code §§38-7-1 through -17.	1

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660-5-27-.03(6)(a)	Six-Month Permit	(a) A new application is not <u>required</u> at the expiration of the six-month permit	Ala. Code §§38-7-1 through -17.	0
660-5-27-.03(8)(a)	Renewal of a License	(a) The application for renewal <u>shall</u> be made on the Department's <u>required</u> form(s).	Ala. Code §§38-7-1 through -17.	1
660-5-27-.03(8)(a)	Renewal of a License	(a) It is the sole responsibility of the licensee to obtain the <u>required</u> form(s) and submit the form(s) to the Department on time.	Ala. Code §§38-7-1 through -17.	0
660-5-27-.03(2)(a)	Prohibited Advertisement	(a) Both free and paid advertisement is <u>prohibited</u> .	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(1)(a)	Location	(a) Each home licensed <u>shall</u> be the primary residence of the applicant/licensee	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(1)(b)	Location	(b) Child care <u>shall</u> be provided within the family home, not in a separate building.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(1)(c)	Location	(c) ...a written statement from the owner of the property... <u>shall</u> be obtained by the applicant and submitted to the Department...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(1)(d)	Location	(d) ...a written statement of compliance with applicable zoning <u>requirements shall</u> be obtained and submitted to the Department	Ala. Code §§38-7-1 through -17.	0
660-5-27-.04(1)(d)	Location	(d) If no zoning laws or ordinances are applicable, the applicant <u>shall</u> submit a written statement verifying...	Ala. Code §§38-7-1 through -17.	0
660-5-27-.04(1)(e)	Location	(e) At the time of initial application, a written inspection report, with no violations cited, <u>shall</u> be obtained...	Ala. Code §§38-7-1 through -17.	0
660-5-27-.04(1)(e)	Location	(e) The home <u>shall</u> comply with the fire code, building and safety codes adopted by the State Fire Marshal's Office.	Ala. Code §§38-7-1 through -17, §§36-19-1 through 36-19-32	0
660-5-27-.04(1)(g)	Location	(g) Subsequent fire and health department inspection reports... <u>must</u> be updated at a minimum of every five (5) years and copies <u>shall</u> be submitted to the Department by the licensee.	Ala. Code §§38-7-1 through -17, §§36-19-1 through 36-19-32	0

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660-5-27-.04(2)	Indoor Area	(2) The home and grounds <u>shall</u> be maintained in a clean and safe condition.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(a)(1)	Indoor Area	1. The home <u>shall</u> be free from apparent hazardous conditions.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(a)(2)	Indoor Area	2. The home <u>shall</u> have electricity, water, gas (if used for cooking/heating), and a waste disposal system...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(a)(3)	Indoor Area	3. The licensee <u>shall</u> have a working telephone in the home.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(a)(4)	Indoor Area	4. All poisons... <u>shall</u> be kept under lock and key or combination lock when not in use.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(a)(5)(i)	Indoor Area	(i) Animals or breeds of animals that have shown aggressive behavior <u>shall not</u> be kept in the home or on the grounds.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(a)(5)(ii)	Indoor Area	(ii) Animals that are not aggressive but could pose a threat to the health and safety of the children <u>shall</u> be kept in an area away...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(a)(5)(iii)	Indoor Area	(iii) Animals <u>shall not</u> be allowed in areas of food storage, food preparation or food service during the hours of child care.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(a)(5)(iv)	Indoor Area	(iv) Animal feeding/water containers <u>shall</u> be inaccessible to the children.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(a)(5)(v)	Indoor Area	(v) Animal litter boxes <u>shall not</u> be located in areas accessible to the children.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(a)(5)(vi)	Indoor Area	(vi) A current certificate of rabies vaccination <u>shall</u> be on file in the home for any animal <u>required</u> by law to be vaccinated.	Ala. Code §§38-7-1 through -17, §§3-7a-1 through 3-7a-16	0
660-5-27-.04(2)(a)(6)	Indoor Area	6. Barriers <u>shall</u> be erected around radiators, heaters, and fans that are accessible to the children.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(a)(8)	Indoor Area	8. All exposed electrical outlets <u>shall</u> have protective covers.	Ala. Code §§38-7-1 through -17.	1

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660-5-27-.04(2)(a)(8)	Indoor Area	8. The covers <u>shall</u> be large enough to prevent being swallowed.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(a)(10)	Indoor Area	10. All stairs used by the children <u>shall</u> have handrails within child's reach	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(a)(11)	Indoor Area	11. Smoking/tobacco use is <u>prohibited</u> on the premises, as well as in any vehicle used to transport children...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(a)(12)	Indoor Area	12. All medication <u>shall</u> be kept under lock and key or combination lock.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(a)(13)	Indoor Area	13. Clear glass doors, such as patio and storm doors, <u>shall</u> be plainly marked at child level, to prevent accidental impact.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(a)(14)	Indoor Area	14. Tools and machinery <u>shall</u> be kept in an area where the children cannot get to them	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(a)(15)	Indoor Area	15. Hot tubs <u>shall</u> be securely covered or drained during the hours of child care.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(a)(16)	Indoor Area	16. In the event of power failure or other emergency situations, the licensee <u>shall</u> have a flashlight in working condition...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(a)(17)	Indoor Area	17. Consumption of alcohol is <u>prohibited</u> during hours of child care.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(a)(17)	Indoor Area	17. All alcohol <u>must</u> be stored under lock and key or combination lock.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(a)(18)	Indoor Area	18. Non-prescription narcotic or illegal substances are <u>prohibited</u> in the home or on the grounds...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(a)(19)	Indoor Area	19. Bio contaminants <u>shall</u> be:	Ala. Code §§38-7-1 through -17.	0
660-5-27-.04(2)(a)(19)(i)	Indoor Area	(i) If stored inside of the facility, the item <u>must</u> be disposed of in a covered, plastic lined receptacle, and stored in a locked area.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(a)(19)(i)	Indoor Area	(i) The receptacle <u>must</u> be labeled as biocontaminants;	Ala. Code §§38-7-1 through -17.	1

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660-5-27-.04(2)(b)(1)	Indoor Area	1. The bathroom <u>shall</u> be clean.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(b)(2)	Indoor Area	2. Foot stools with non-skid legs <u>shall</u> be available for handwashing and toileting.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(b)(3)	Indoor Area	3. If potty chairs are used, they <u>shall</u> be promptly emptied into the toilet and washed and disinfected after each use.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(b)(4)	Indoor Area	4. The diapering area <u>shall</u> be a washable surface and <u>shall</u> be cleaned and disinfected after each use.	Ala. Code §§38-7-1 through -17.	2
660-5-27-.04(2)(b)(5)	Indoor Area	5. Sufficient clean, dry diapers and clothing <u>shall</u> be provided for each infant/toddler.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(b)(6)	Indoor Area	6. Wet or soiled diapers and other clothing <u>shall</u> be changed promptly.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(b)(7)	Indoor Area	7. Disposable diapers <u>shall</u> be placed in a covered, plastic-lined trash container inaccessible to children.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(b)(8)	Indoor Area	8. Reusable (cloth) diapers <u>shall</u> be rinsed in the toilet, placed in a plastic bag, and stored out of reach of children.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(b)(9)	Indoor Area	9. Staff <u>shall</u> use universal precautions when changing diapers or being exposed to blood, fecal material, or urine.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(b)(10)	Indoor Area	10. The licensee and each caregiver <u>shall</u> wash his/her hands with soap and warm running water after diapering each child...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(b)(10)	Indoor Area	10. Individual disposable paper towels <u>shall</u> be used for hand drying.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(b)(11)	Indoor Area	11. The licensee and each caregiver <u>shall</u> use single- use disposable gloves for diapering.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(b)(11)	Indoor Area	11. Clean gloves <u>shall</u> be used for diapering each child.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(b)(11)	Indoor Area	Used gloves <u>shall</u> be disposed of in a covered, plastic-lined container, inaccessible to children, and <u>shall</u> be disposed of daily.	Ala. Code §§38-7-1 through -17.	2

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660-5-27-.04(2)(b)(12)	Indoor Area	12. Spills of body fluids, including blood, feces, nasal and eye discharges, saliva, urine, and vomit shall be cleaned up immediately.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(b)(12)	Indoor Area	Caregivers shall wear gloves unless the fluid can be easily contained by the material (e.g., paper towel or cloth) that is being used...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(b)(12)	Indoor Area	Caregivers' hands must be washed with soap and water after cleaning up spills.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(b)(12)	Indoor Area	12. Caregivers shall be careful not to get any of the fluid in your eyes, nose, mouth or any open sores.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(b)(12)	Indoor Area	12. Caregivers shall clean and disinfect any surfaces, such as counter tops and floors, on which body fluids have been spilled	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(b)(12)	Indoor Area	12. Contaminated materials shall be discarded in a plastic bag that has been securely sealed...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(b)(12)(iv)	Indoor Area	(iv) If the home chooses to wash the contaminated items, the items must be washed separately from non-contaminated items.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(b)(13)	Indoor Area	13. Each child's hands shall be washed after diapering and toileting.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(b)(14)	Indoor Area	14. No child shall be left unattended while being diapered.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(b)(15)	Indoor Area	15. The diapering area shall be separate from areas used for serving, preparing, or storing food.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(b)(16)	Indoor Area	16. The home shall be maintained so as to prevent and eliminate rodent and insect infestation.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(b)(17)	Indoor Area	17. Garbage and trash shall be removed at intervals so as not to create a nuisance or a menace to health.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(b)(17)	Indoor Area	17. Garbage shall be stored in fly-proof and watertight containers with tight fitting covers.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(b)(18)	Indoor Area	18. Bedding, toys, utensils, toilets, and sinks used by a sick child or household member shall be cleaned and disinfected...	Ala. Code §§38-7-1 through -17.	1

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660-5-27-.04(2)(b)(19)	Indoor Area	19. All windows and doors used for ventilation <u>shall</u> be screened.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(c)(1)	Indoor Area	1. There <u>shall</u> be at least thirty-two (32) square feet of usable indoor floor space for each child the home is licensed or permitted to serve.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(c)(2)	Indoor Area	2. All rooms used for the care of children <u>shall</u> be well-lighted, adequately ventilated, and comfortably cooled or heated...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(c)(3)	Indoor Area	3. The home <u>shall</u> have space for providing privacy to a child as needed and to members of the licensee's household...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(c)(4)	Indoor Area	4. Space <u>shall</u> be available for the temporary care and isolation of a sick child or members of the licensee's household.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(c)(5)	Indoor Area	5. The home <u>shall</u> have clean and appropriate facilities for the protection, storage, preparation, and serving of food.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(c)(6)	Indoor Area	6. Space <u>shall</u> be provided for storage of each child's personal belongings...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(d)(1)	Indoor Area	1. The licensee <u>shall</u> provide a crib, playpen, bed, or cot for each child who requires rest or sleep during the hours while in care.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(d)(1)(i)	Indoor Area	(i) No child <u>shall</u> sleep with an adult.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(d)(1)(ii)	Indoor Area	(ii) Each child younger than twelve (12) months of age <u>shall</u> sleep alone in a crib or play pen	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(d)(1)(ii)	Indoor Area	(ii) If cribs are used, cribs manufactured with slats no more than 2 3/8 inches apart <u>shall</u> be provided.	16 C.F.R. 1219.1, Ala. Code §§38-7-1 through -17.	0
660-5-27-.04(2)(d)(1)(ii)	Indoor Area	(ii) A waterproof mattress which fits snugly against all sides of the crib <u>shall</u> be provided.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(d)(1)(ii)	Indoor Area	(ii) Mattresses <u>shall</u> be in good condition, with no tears or exposed foam rubber or other stuffing.	Ala. Code §§38-7-1 through -17.	1

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660-5-27-.04(2)(d)(1)(iii)(I)	Indoor Area	(I) To verify compliance with federal standards, any crib manufactured prior to June 28, 2011, there <u>shall</u> be a Certificate of Compliance on file in the facility and the crib <u>must</u> have a label attached to show the date of manufacture.	15 U.S.C. 2063, Ala. Code §§38-7-1 through -17.	0
660-5-27-.04(2)(d)(1)(iii)(II)		(II) Any crib manufactured after June 28, 2011, <u>must</u> have a label attached to show date of manufacture.	15 U.S.C. 2063, Ala. Code §§38-7-1 through -17.	0
660-5-27-.04(2)(d)(1)(iv)	Indoor Area	(iv) ...each infant <u>shall</u> be placed in a supine (on his/her back) position for sleeping to lower the risks of ...(SIDS).	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(d)(1)(v)	Indoor Area	(v) when an infant can easily turn over from the supine (back) to the prone (front) position, he/she <u>shall</u> be put down to sleep on...	Ala. Code §§38-7-1 through -17.	
660-5-27-.04(2)(d)(1)(vi)	Indoor Area	(vi) ...each infant (younger than twelve (months) <u>shall</u> be placed in a prone (front) position part of the time he/she is awake and observed.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(d)(1)(vii)	Indoor Area	(vii) ...a positioning device that restricts movement within the child's bed, such devices <u>shall not</u> be used.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(d)(1)(viii)	Indoor Area	(viii) In accordance with recommendations from the American Academy of Pediatrics, soft materials are <u>prohibited</u> in the infant's sleeping environment (younger than twelve (12) months).	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(d)(1)(viii)(I)	Indoor Area	(I) Soft materials or objects, such as pillows, quilts, comforters, or sheepskins, <u>shall not</u> be placed under a sleeping infant.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(d)(1)(ix)	Indoor Area	(ix) No infant <u>shall</u> be put to sleep on a sofa, soft mattress, or other soft surface.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(d)(1)(xi)	Indoor Area	(xi) Each child between 12 and 18 months of age <u>shall</u> sleep alone in a crib or play pen or on a low cot.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(d)(1)(xii)	Indoor Area	(xii) Children over 18 months and older <u>must</u> sleep on a cot or bed.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(d)(1)(xiii)	Indoor Area	(xiii) The beds, cots, cribs or play pens <u>shall</u> be clean, sanitary and free of hazards.	Ala. Code §§38-7-1 through -17.	1

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660-5-27-.04(2)(d)(1)(xiii)	Indoor Area	(xiii) They <u>shall</u> be maintained in good condition.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(d)(1)(xiv)	Indoor Area	(xiv) During napping/resting, lighting <u>shall</u> be maintained at a level that will enable children to be visible.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(d)(1)(xv)	Indoor Area	(xv) Bedding <u>shall</u> be adequate and appropriate to the season.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(d)(1)(xv)	Indoor Area	(xv) Sheets and covers <u>shall</u> be laundered weekly or more often when soiled.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(d)(1)(xv)	Indoor Area	(xv) Clean sheets <u>shall</u> be provided for use by each child.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(d)(1)(xv)	Indoor Area	(xv) Clean covers <u>shall</u> be provided for use by each child older than twelve (12) months of age.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(d)(1)(xvii)	Indoor Area	(xvii) Upper or top bunk beds <u>shall not</u> be used by a child at any time.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(d)(1)(xviii)	Indoor Area	(xviii) No child <u>shall</u> sleep or nap on the floor.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(d)(2)	Indoor Area	2. The licensee <u>shall</u> provide a variety of toys, games, and other play equipment appropriate to the ages of children specified...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(d)(2)	Indoor Area	2. The licensee <u>shall</u> provide at least two (2) items from each category for each age group for which the home is licensed or permitted...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(d)(3)	Indoor Area	3. Recorded or printed materials <u>shall</u> be viewed by the licensee for appropriateness before being shown to children	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(2)(d)(3)	Indoor Area	3. All materials with sexually explicit, frightening or violent content <u>shall</u> be kept in an area inaccessible to children.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(3)	Outdoor Area	(3) Outdoor Area - The home and grounds <u>shall</u> be maintained in a clean and safe condition.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(3)(a)(1)	Outdoor Area	1. Children <u>shall</u> be supervised at all times.	Ala. Code §§38-7-1 through -17.	1

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660-5-27-.04(3)(a)(2)	Outdoor Area	2. The outdoor play area and equipment <u>shall</u> be free from apparent hazardous conditions.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(3)(a)(3)	Outdoor Area	3. There <u>shall</u> be at least one outdoor play area of at least 300 square feet on the grounds.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(3)(a)(3)	Outdoor Area	3. The outdoor play area <u>shall</u> be enclosed by a fence or wall at least four (4) feet in height, free from sharp, protruding edges, except where <u>prohibited</u> by federal regulations.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(3)(a)(3)	Outdoor Area	3. Written documentation <u>shall</u> be submitted to the Department.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(3)(a)(4)	Outdoor Area	4. The licensee <u>shall</u> provide at least two (2) different items of active/outside play equipment listed in Rule 660-5-27-.13...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(3)(a)(5)	Outdoor Area	5. Outdoor play equipment, which is not designed to be portable, <u>shall</u> be securely anchored...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(3)(a)(6)	Outdoor Area	6. Concrete or asphalt <u>shall not</u> be used under outdoor play equipment, except wheel toys.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(3)(a)(7)	Outdoor Area	7. The outdoor play area <u>shall</u> be free of any stacked wood, construction materials, lumber, or firewood.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(3)(a)(8)	Outdoor Area	8. Stairs or steps used by the children <u>shall</u> have handrails within child's reach.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(3)(b)(1)	Outdoor Area	1. The home and grounds <u>shall</u> be free from apparent hazards including, but not limited to:	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(3)(b)(2)	Outdoor Area	2. Tools and machinery <u>shall</u> be inaccessible to the children in care.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(3)(b)(3)	Outdoor Area	3. All poisons <u>shall</u> be kept in a locked area (lock and key or combination lock).	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(3)(b)(4)	Outdoor Area	4. Animals or breeds of animals that have shown aggressive behavior <u>shall not</u> be kept in the home or on the grounds.	Ala. Code §§38-7-1 through -17.	1

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660-5-27-.04(3)(b)(5)	Outdoor Area	5. Animals that are not aggressive but could pose a threat to the health and safety of the children <u>shall</u> be kept in an area away...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(3)(b)(6)	Outdoor Area	6. A current certificate of rabies vaccination <u>shall</u> be on file in the home for any animal required by law to be vaccinated.	Ala. Code §§38-7-1 through -17, §§3-7a-1 through 3-7a-16	0
660-5-27-.04(3)(b)(7)	Outdoor Area	7. Water hazards on the grounds or adjacent to the grounds <u>shall</u> be inaccessible to the children...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(3)(c)	Outdoor Area	The licensee <u>shall</u> assume full authority and responsibility for away from the home activities.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(3)(c)	Outdoor Area	If the licensee provides activities away from the home, a written statement... <u>shall</u> be on file in the home prior to...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(3)(c)	Outdoor Area	The statement <u>shall</u> indicate that the parent(s)/ guardian(s) has/have been informed the Department of Human Resources does not...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(3)(c)(1)	Outdoor Area	1. ...the pool <u>shall</u> be enclosed by a fence or a solid wall which has no doors or windows.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(3)(c)(1)	Outdoor Area	1. The sides of an above ground pool <u>shall not</u> be considered a fence or wall.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(3)(c)(1)	Outdoor Area	1. The fence or wall <u>shall</u> be at least four (4) feet in height, with a locking gate.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(3)(c)(1)	Outdoor Area	1. The gate and all areas of access <u>shall</u> remain locked at all times the pool is not in use.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(3)(c)(1)(i)	Outdoor Area	(i) If children are allowed in the pool area, additional supervision <u>shall</u> be required.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(3)(c)(1)(i)	Outdoor Area	(i) Caregivers <u>shall</u> be within arm's length providing "touch supervision."	Ala. Code §§38-7-1 through -17.	1

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660-5-27-.04(3)(c)(1)(i)	Outdoor Area	(i) The adult to child ratio <u>shall</u> be:	45 C.F.R. §98, Ala. Code §§38-7-1 through -17.	0
660-5-27-.04(3)(c)(1)(ii)	Outdoor Area	(ii) A person with a current American Red Cross Lifeguard Training Certificate <u>shall</u> be in the pool area at all times when the pool...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(3)(c)(1)(ii)	Outdoor Area	(ii) A copy of the current American Red Cross Lifeguard Training Certificate <u>shall</u> be on file in the home.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(3)(c)(1)(iii)	Outdoor Area	(iii) A copy of the current American Red Cross Lifeguard Training Certificate <u>shall</u> be on file in the home.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(3)(c)(2)	Outdoor Area	2. When a wading structure less than two (2) feet in depth is available to the children, there <u>shall</u> be continuous supervision by an adult...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(3)(c)(2)	Outdoor Area	2. The wading pool <u>shall</u> be filled with clean water prior to each day's usage. The wading pool <u>shall</u> be emptied when not in use.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(3)(c)(2)	Outdoor Area	3. The licensee <u>shall</u> be present during any swimming/wading activities.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(3)(c)(2)	Outdoor Area	4. Written permission for participation in swimming... <u>shall</u> be on file in the home if swimming/wading is provided.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(4)	Transportation	The licensee <u>shall</u> assume full authority and responsibility for away from the home activities.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(4)	Transportation	If the licensee provides activities away from the home, a written statement... <u>shall</u> be on file in the home prior to...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(4)	Transportation	The statement <u>shall</u> indicate that the parent(s)/guardian(s) has/have been informed the Department of Human Resources does not...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(4)(a)	Transportation	(a) The licensee <u>shall</u> be responsible for children whom they transport during the hours of care.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(4)(b)	Transportation	(b) When the licensee provides transportation to and from the home or another designated location, the licensee <u>shall</u> be responsible...	Ala. Code §§38-7-1 through -17.	1

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660-5-27-.04(4)(c)	Transportation	(c) A transportation checklist <u>shall</u> be used any time children are transported, walking or by vehicle, to account for each child...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(4)(d)	Transportation	(d) The licensee <u>shall not</u> transport any child in a vehicle without the written consent of the child's parent(s)/ guardian(s).	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(4)(e)	Transportation	(e) No child <u>shall</u> be left in a vehicle without adult supervision.	Ala. Code §§38-7-1 through -17	1
660-5-27-.04(4)(f)	Transportation	(f) The driver of the vehicle <u>shall</u> have a valid driver's license.	Ala. Code §§38-7-1 through -17, §32-6-1 §13A-11-290	0
660-5-27-.04(4)(g)	Transportation	(g) Doors of the vehicle <u>shall</u> be locked at all times when the vehicle is moving.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(4)(h)	Transportation	(h) All passengers and the driver <u>shall</u> be secured in a seat belt or a child passenger restraint system:	Ala. Code §§38-7-1 through -17, Ala. Code 32-5b-1 through 32-5b-8, §32-5-222.	0
660-5-27-.04(4)(h)(1)	Transportation	1. Each child <u>shall</u> be properly secured using an aftermarket or integrated child passenger restraint system meeting applicable...	Ala. Code §§38-7-1 through -17, §32-5-222.	0
660-5-27-.04(4)(h)(1)	Transportation	1. Each child passenger restraint system <u>shall</u> be appropriate for the age and size of the child.	Ala. Code §§38-7-1 through -17, §32-5-222.	0
660-5-27-.04(4)(h)(2)	Transportation	2. Each child younger than one (1) year of age or weighing less than twenty (20) pounds <u>shall</u> be secured in an infant only...	Ala. Code §§38-7-1 through -17, §32-5-222.	0
660-5-27-.04(4)(h)(3)	Transportation	3. Each child younger than five (5) years of age or weighing less than 40 pounds <u>shall</u> be properly secured in a convertible seat...	Ala. Code §§38-7-1 through -17, §32-5-222.	0

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660-5-27-.04(4)(h)(4)	Transportation	4. Each child younger than six (6) years of age shall be properly secured in a booster seat which is properly anchored to the vehicle...	Ala. Code §§38-7-1 through -17, §32-5-222.	0
660-5-27-.04(4)(h)(5)	Transportation	5. Each child six (6) years of age and older shall be secured in an individual seat belt, as prescribed by law...	Ala. Code §§38-7-1 through -17, Ala. Code 32-5b-1 through 32-5b-8.	0
660-5-27-.04(4)(i)	Transportation	(i) Children shall not be transported in the front seat of any vehicle with a passenger side air bag.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(4)(j)(1)	Transportation	1. A safety check, on the required form, shall be done annually and signed and dated by a certified mechanic, on all vehicles...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(4)(j)(1)	Transportation	1. A safety check, on the required form, shall be done annually and signed and dated by a certified mechanic...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(4)(j)(2)	Transportation	2. A copy of the safety check, on the required form, shall be on file in the home.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(4)(j)(2)	Transportation	2. A copy of the safety check, on the required form, shall be on file in the home.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(4)(j)(2)	Transportation	2. The safety check shall show that the following items are operating in a safe condition:	Ala. Code §§38-7-1 through -17.	1
660-5-27-.04(5)(a)	Emergency Preparedness and Response Plans	(a) In the event of an emergency situation, the licensee shall maintain a list of names and telephone numbers, pertaining to the children...	Ala. Code §§38-7-1 through -17	1
660-5-27-.04(5)(a)	Emergency Preparedness and Response Plans	(a) The list shall be readily known and accessible to all caregivers.	Ala. Code §§38-7-1 through -17	1
660-5-27-.04(5)(a)	Emergency Preparedness and Response Plans	(a) The list shall include the name and telephone number of each child's parent(s)/ guardian(s), each child's responsible relative...	Ala. Code §§38-7-1 through -17	1
660-5-27-.04(5)(b)	Emergency Preparedness and Response Plans	(b) The name and telephone number for law enforcement, fire department... shall be posted by the telephone.	Ala. Code §§38-7-1 through -17	1

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660-5-27-.04(5)(c)	Emergency Preparedness and Response Plans	(c) A plan for the evacuation and care of the children in the event of a disaster <u>shall</u> be established and posted in a conspicuous place...	Ala. Code §§38-7-1 through -17, Ala. Code §38-7B-1	0
660-5-27-.04(5)(c)	Emergency Preparedness and Response Plans	(c) The licensee <u>shall</u> inform substitutes and all assistant caregiver(s) of his/her duties and responsibilities in case of emergency.	Ala. Code §§38-7-1 through -17, Ala. Code §38-7B-1	0
660-5-27-.04(5)(c)	Emergency Preparedness and Response Plans	(c) A written statement, signed by each substitute and assistant caregiver... <u>shall</u> be on file in the home.	Ala. Code §§38-7-1 through -17, Ala. Code §38-7B-1	0
660-5-27-.04(5)(c)(1)	Emergency Preparedness and Response Plans	1. The plan <u>shall</u> include procedures that will be used to prepare for and respond to the following types of emergency...	Ala. Code §§38-7-1 through -17, Ala. Code §38-7B-1	0
660-5-27-.04(5)(c)(2)	Emergency Preparedness and Response Plans	2. The disaster plan <u>shall</u> include details for:	Ala. Code §§38-7-1 through -17, Ala. Code §38-7B-1	0
660-5-27-.04(5)(c)(4)	Emergency Preparedness and Response Plans	4. Emergency procedures <u>shall</u> be practiced at least once each quarter so that children are familiar with the types of procedures...	Ala. Code §§38-7-1 through -17, Ala. Code §38-7B-1	0
660-5-27-.05(1)	Health	(1) The health of the applicant/licensee and of the members of the household <u>shall not</u> be detrimental to the physical and mental...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.05(1)(a)	Health	(a) Initially, the applicant/licensee <u>shall</u> provide a medical report, on the <u>required</u> form...	Ala. Code §§38-7-1 through -17.	0

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660-5-27-.05(1)(a)	Health	(a) The initial report <u>shall</u> be dated within six (6) months prior to the date of the initial application and <u>shall</u> document the date (<u>shall</u> also be within six (6) months) and result of a tuberculin skin test...	Ala. Code §§38-7-1 through -17.	0
660-5-27-.05(1)(a)	Health	(a) The medical report <u>shall</u> attest to the physical ability of the applicant/licensee to care for children...	Ala. Code §§38-7-1 through -17.	0
660-5-27-.05(1)(a)	Health	(a) The medical report <u>shall</u> attest to the physical ability of the applicant/licensee to care for children...	Ala. Code §§38-7-1 through -17.	0
660-5-27-.05(1)(a)	Health	(a) The statement <u>shall</u> be signed by a licensed practicing medical doctor, a physician's assistant, or a certified nurse practitioner and <u>shall</u> be on file with the Department.	Ala. Code §§38-7-1 through -17.	0
660-5-27-.05(1)(a)	Health	(a) A copy of the medical statement <u>shall</u> be kept on file by the applicant/licensee.	Ala. Code §§38-7-1 through -17.	0
660-5-27-.05(1)(b)	Health	(b) At least every two (2) years after the date of the initial medical report the licensee <u>shall</u> obtain a report from a licensed practicing...	Ala. Code §§38-7-1 through -17.	0
660-5-27-.05(1)(b)	Health	(b) The report <u>shall</u> be submitted to the Department.	Ala. Code §§38-7-1 through -17.	0
660-5-27-.05(1)(b)	Health	(b) A copy <u>shall</u> be kept on file in the home.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.05(1)(c)	Health	(c) A medical report... <u>shall</u> be submitted initially for each household member.	Ala. Code §§38-7-1 through -17.	0
660-5-27-.05(1)(c)	Health	(c) The medical report <u>shall</u> document the date (<u>shall</u> also be within six (6) months) and result of a tuberculin skin test or chest x-ray.	Ala. Code §§38-7-1 through -17.	0
660-5-27-.05(1)(c)	Health	(c) At least every four (4) years after the date of the initial medical report, each member of the household <u>shall</u> submit another...	Ala. Code §§38-7-1 through -17.	0
660-5-27-.05(1)(c)	Health	(c) Each report <u>shall</u> indicate the person's physical condition and freedom from infectious or contagious diseases.	Ala. Code §§38-7-1 through -17.	0
660-5-27-.05(1)(d)	Health	(d) In addition to the medical report...a valid State of Alabama Certificate of Immunization... <u>shall</u> be submitted to the Department.	Ala. Code §§38-7-1 through -17,	0

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			§§16-30-1 through 16-30-5	
660-5-27-.05(1)(d)	Health	(d) A copy <u>shall</u> be kept on file in the home.	Ala. Code §§38-7-1 through -17.	0
660-5-27-.05(1)(e)	Health	(e) A medical report from a licensed practicing medical doctor, or physician's assistant, or certified nurse practitioner, <u>shall</u> be submitted...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.05(1)(e)	Health	(e) The medical report <u>shall</u> document the date (<u>shall</u> also be within six (6) months) and result of a tuberculin skin test or chest x-ray.	Ala. Code §§38-7-1 through -17.	0
660-5-27-.05(1)(e)	Health	(e) Each report <u>shall</u> indicate the person's physical condition and freedom from infectious or contagious diseases.	Ala. Code §§38-7-1 through -17.	0
660-5-27-.05(1)(f)	Health	(f) An additional medical or psychological evaluation or drug screening may be <u>required</u> at the discretion of the Department's...	Ala. Code §§38-7-1 through -17.	0
660-5-27-.05(1)(f)	Health	(f) A release to allow the department representative to confer directly with the doctor or professional performing the evaluation <u>shall</u> be provided by the applicant/licensee upon request.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.05(1)(g)	Health	(g) A licensee/caregiver who shows indications of a physical, emotional, or mental condition... <u>shall not</u> continue giving care...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.05(2)(a)	Character and Suitability	(a) Applicants/licensees... access to the children in care <u>shall</u> be of good moral character.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.05(2)(a)	Character and Suitability	(a) Information regarding the character and suitability of applicants for a license and all adult household members <u>shall</u> be reviewed...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.05(2)(a)	Character and Suitability	(a) Subsequent character and suitability reviews <u>shall</u> be conducted at the discretion of the Department.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.05(2)(b)	Character and Suitability	(b) The applicant/licensee <u>shall</u> conduct a character and suitability review, as set forth below, of substitutes, caregivers...	Ala. Code §§38-7-1 through -17, §§38-13-1 through 38-13-12	0

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660-5-27-.05(2)(c)	Character and Suitability	(c) Factors to be considered in determining character and suitability <u>shall</u> include but need not be limited to:	Ala. Code §§38-7-1 through -17.	1
660-5-27-.05(2)(c)(1)(i)	Character and Suitability	(i) At the time of initial application, each applicant for a license and each adult household member <u>shall</u> provide the Department with...	Ala. Code §§38-7-1 through -17, §§38-13-1 through 38-13-12	0
660-5-27-.05(2)(c)(1)(ii)	Character and Suitability	(ii) The applicant/licensee <u>shall</u> obtain at least three written references for each current and prospective caregiver...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.05(2)(c)(1)(ii)	Character and Suitability	(ii) References <u>shall</u> attest to the person's character, community reputation, work history, suitability to care for children...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.05(2)(c)(1)(ii)	Character and Suitability	(ii) Reference contacts <u>shall not</u> be related to the person by blood, marriage, or adoption.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.05(2)(c)(1)(ii)	Character and Suitability	(ii) Written references <u>shall</u> be kept on file in the home.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.05(2)(c)(2)(i)	Character and Suitability	(i) At the time of initial application, a completed REQUEST FOR CLEARANCE OF STATE CENTRAL REGISTRY... <u>shall</u> be submitted	Ala. Code §§38-7-1 through -17.	1
660-5-27-.05(2)(c)(2)(i)	Character and Suitability	(i) Results <u>shall</u> be kept in the Department's files.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.05(2)(c)(2)(ii)	Character and Suitability	(ii) The applicant <u>shall</u> obtain a completed REQUEST FOR CLEARANCE OF STATE CENTRAL REGISTRY...	Ala. Code §§38-7-1 through -17, 26-14-1 through 13	0
660-5-27-.05(2)(c)(2)(ii)	Character and Suitability	(ii) Results <u>shall</u> be kept on file in the home.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.05(2)(c)(2)(iii)	Character and Suitability	(iii) A REQUEST FOR CLEARANCE OF STATE CENTRAL REGISTRY ON CHILD ABUSE/NEGLECT <u>shall</u> be updated every five (5) years.	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12	0

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660-5-27-.05(2)(c)(2)(iii)	Character and Suitability	(iii) Additional request may be required based on the discretion of the Department.	Ala. Code §§38-7-1 through -17.	0
660-5-27-.05(2)(c)(3)(i)	Character and Suitability	(i) ...the criminal history of each applicant for a license...who has contact with the children... shall be submitted.	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12	0
660-5-27-.05(2)(c)(3)(i)	Character and Suitability	(i) This information must be updated every five (5) years and must include the following suitability components.	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12	0
660-5-27-.05(2)(c)(3)(ii)	Character and Suitability	(ii) Upon receipt of a determination of unsuitability, the affected individual shall be terminated from employment...	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12	0
660-5-27-.05(2)(c)(3)(iii)	Character and Suitability	(iii) The Department shall suspend or revoke the license or deny the initial application or the application for renewal if...	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12	0
660-5-27-.05(2)(c)(3)(iv)	Character and Suitability	(iv) If a suitability determination letter is received...the licensee shall make his or her own determination regarding employment...	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12	0
660-5-27-.05(2)(c)(3)(v)	Character and Suitability	(v) The licensee shall inform the Department of any criminal convictions and current criminal charges involving the licensee...	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12	0
660-5-27-.05(2)(c)(3)(v)	Character and Suitability	(v) Such reports shall be made within 24 hours and followed by a written report within five (5) days.	Ala. Code §§38-7-1 through -17.	0

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660-5-27-.05(2)(c)(3)(v)	Character and Suitability	(v) This information <u>shall</u> be kept on file by the Department.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.05(2)(c)(4)(iv)	Character and Suitability	(iv) (iv) An application for a license <u>shall</u> be denied or a license or permit <u>shall</u> be suspended or revoked if the applicant/ licensee...	Ala. Code §§38-7-1 through -17.	2
660-5-27-.05(2)(c)(5)	Character and Suitability	5. Pending completion of all <u>required</u> background check components, applicants/licensees, substitutes and assistant caregiver cannot...	Ala. Code §§38-7-1 through -17.	0
660-5-27-.05(3)(a)	Qualifications	(a) Applicants for an initial license <u>shall</u> have a high school diploma or G. E. D. (general education diploma).	Ala. Code §§38-7-1 through -17.	1
660-5-27-.05(3)(a)	Qualifications	(a) Homes licensed before January 22, 2001 are exempt from this <u>requirement</u> as long as the license remains current.	Ala. Code §§38-7-1 through -17.	0
660-5-27-.05(3)(b)	Qualifications	(b) The licensee <u>shall</u> be at least 18 years of age.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.05(3)(c)	Qualifications	(c) Prior to initial licensing, the applicant/licensee <u>shall</u> submit to the Department a current Infant-Child (Pediatric) Cardiopulmonary...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.05(3)(d)	Qualifications	(d) The licensee <u>shall</u> submit an updated Infant-Child (Pediatric) Cardiopulmonary Resuscitation Certification (CPR) and...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.05(3)(e)	Qualifications	(e) Prior to initial licensing, the applicant/licensee <u>shall</u> have at least twenty-four (24) clock hours of training in child care...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.05(3)(e)	Qualifications	(e) Written documentation <u>shall</u> be submitted to the Department.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.05(3)(e)	Qualifications	(e) Child care training <u>shall</u> include at least four (4) hours in each of these areas:	Ala. Code §§38-7-1 through -17.	1
660-5-27-.05(3)(f)	Qualifications	(f) All substitutes <u>shall</u> have at least six (6) clock hours of training in child care and development through participation in workshops...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.05(3)(f)	Qualifications	(f) Training in child care <u>shall</u> include at least one (1) hour in each of these areas:	Ala. Code §§38-7-1 through -17.	1
660-5-27-.05(3)(f)(6)	Qualifications	6. positive discipline and guidance. Training in CPR and First Aid <u>shall</u> <u>not</u> be counted toward <u>required</u> training hours.	Ala. Code §§38-7-1 through -17.	1

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660-5-27-.05(3)(g)	Qualifications	(g) Thereafter, the licensee <u>shall</u> have at least twenty (20) clock hours of training related to child care each year.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.05(3)(g)	Qualifications	(g) Documentation of training <u>shall</u> be on file in the home.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.05(3)(g)	Qualifications	(g) Child care training <u>shall</u> include the following areas:	Ala. Code §§38-7-1 through -17.	1
660-5-27-.05(3)(g)	Qualifications	(g) Training in CPR and First Aid <u>shall not</u> be counted toward <u>required</u> training hours.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.05(3)(h)	Qualifications	(h) By August 1, 2022, the licensee <u>must</u> complete an orientation training on the assessment tools utilized by the Department's...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.05(3)(i)	Qualifications	(i) Thereafter, all substitutes <u>shall</u> have at least six hours of training related to child care each year.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.05(3)(i)	Qualifications	(i) Documentation of training <u>shall</u> be on file in the home.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.05(3)(i)	Qualifications	(i) Child care training <u>shall</u> include the following areas	Ala. Code §§38-7-1 through -17.	1
660-5-27-.05(3)(i)	Qualifications	(i) Training in CPR and First Aid <u>shall not</u> be counted toward <u>required</u> training hours.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.05(3)(j)	Qualifications	(j) By August 1, 2022, all home staff including licensee, substitutes, and assistant caregivers <u>must</u> enroll in the Alabama Pathway's Professional Development Registry.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.05(3)(k)(1)	Qualifications	1. The applicant/licensee <u>shall</u> have at least one(1) hour of preservice training from an outside source in each of the following eleven (11) <u>required</u> topic areas:	Ala. Code §§38-7-1 through -17.	1
660-5-27-.05(3)(k)(1)(xi)	Qualifications	(xi) Pending completion of all <u>required</u> preservice training, applicants/licensees, substitutes, and assistant caregivers...	Ala. Code §§38-7-1 through -17.	1

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660-5-27-.05(3)(k)(2)	Qualifications	2. Thereafter, the Licensee <u>shall</u> have at least one (1) hour of annual training from an outside source in each of the following eleven(11) <u>required</u> topic areas:	Ala. Code §§38-7-1 through -17.	1
660-5-27-.05(3)(k)(5)(f)	Qualifications	(f) Thereafter, the substitute <u>shall</u> have at least one (1) hour of annual training from an outside source in each of the following eleven (11) <u>required</u> topic areas:	Ala. Code §§38-7-1 through -17.	1
660-5-27-.05(4)	Financial Resources	(4) There <u>shall</u> be financial resources available for the satisfactory care of children... and <u>required</u> arrangements for comfortable rest or sleep.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.05(5)	Substitutes	(5) The licensee <u>shall</u> have at least one (1) substitute.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.05(5)	Substitutes	(5) Another licensed child care provider <u>shall not</u> be a substitute.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.05(5)	Substitutes	(5) Substitutes <u>shall</u> care for the children in the licensee's home.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.05(5)(a)	Substitutes	(a) Substitutes <u>shall</u> be at least 18 years of age.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.05(5)(b)	Substitutes	(b) Substitutes <u>shall</u> have a high school diploma or a general education diploma (G.E.D.). Substitutes designated before January 22, 2001 are exempt from this <u>requirement</u> .	Ala. Code §§38-7-1 through -17.	1
660-5-27-.05(5)(c)	Substitutes	(c) The licensee <u>shall</u> give the Department the name(s), age(s), address(es) and telephone number(s) of the substitute(s).	Ala. Code §§38-7-1 through -17.	1
660-5-27-.05(5)(d)	Substitutes	(d) For each substitute, the following information <u>shall</u> be on file in the home:	Ala. Code §§38-7-1 through -17.	1
660-5-27-.05(5)(e)	Substitutes	(e) Substitutes <u>shall</u> have at least one (1) hour of preservice training from an outside source in each of the following eleven (11) <u>required</u> ...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.05(5)(e)	Substitutes	(e) Pending completion of all <u>requires</u> preservice training applicants/licensees, substitutes, and assistant caregivers cannot...	Ala. Code §§38-7-1 through -17.	1

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660-5-27-.05(5)(f)	Substitutes	(f) Thereafter, the substitute shall have at least one (1) hour of annual training from an outside source in each of the following...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.05(6)	No outside work or school	(6) During the hours of child care, the licensee shall not work outside the home or attend school.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.05(6)	No outside work or school	No other activities that take time and attention away from the children shall be performed in the home during the hours...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.05(6)	No outside work or school	Household duties related to the care of the children shall be performed as necessary.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(1)	Supervision of the Children	(1) The children shall be supervised at all times.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(1)	Supervision of the Children	(1) The licensee shall be responsible for the care and supervision of the children at all times	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(2)	Infants and children shall be handled gently	(2) Infants and children shall be handled gently.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(2)	Infants and children shall be handled gently	(2) The licensee and each caregiver shall support each infant's head while lifting and holding the infant.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(3)(a)	Health	(a) Each child... shall have a valid State of Alabama Certificate of Immunization... shall be kept current thereafter...	Ala. Code §§38-7-1 through -17, §§16-30-1 through 16-30-5	0
660-5-27-.06(3)(b)	Health	(b) Each child shall be observed for illness and injuries... shall be observed in the presence of his/her parent(s)/ guardian(s).	Ala. Code §§38-7-1 through -17.	2
660-5-27-.06(3)(c)(1)	Health	1. The licensee shall report promptly to the child's parent(s)/ guardian(s):	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(3)(c)(2)	Health	2. No child who is ill shall be admitted to the home.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(3)(c)(2)	Health	2. This regulation is not intended to require the exclusion of children in violation of the Americans with Disabilities Act (ADA).	Ala. Code §§38-7-1 through -17.	0

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660-5-27-.06(3)(c)(3)(i)	Health	(i) Any child in attendance who becomes ill...that <u>requires</u> professional medical attention <u>shall</u> be separated promptly from the group, but <u>shall</u> have continuous supervision.	Ala. Code §§38-7-1 through -17.	2
660-5-27-.06(3)(c)(3)(i)	Health	(i) Toys, bedding, equipment and bathroom facilities used by an ill child or adult <u>shall</u> be cleaned and disinfected...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(3)(c)(3)(ii)	Health	(ii) The ill or injured child's parent(s)/ guardian(s) <u>shall</u> be notified immediately and <u>required</u> to come for, or arrange for...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(3)(c)(3)(iii)	Health	(iii) If the parent(s)/ guardian(s)... the licensee <u>shall</u> obtain emergency medical treatment.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(3)(c)(4)(i)	Health	(i) When a contagious disease...parent(s)/ guardian(s) of each exposed child <u>shall</u> be notified.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(3)(c)(4)(ii)	Health	(ii) The licensee <u>shall</u> urge parent(s)/ guardian(s) to notify the licensee when their child is known to have been exposed...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(3)(d)(1)	Health	1. No medication or medical procedures (prescription or over-the-counter) <u>shall</u> be administered without being ordered...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(3)(d)(1)	Health	1. Blanket authorization forms are <u>prohibited</u> .	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(3)(d)(1)	Health	1. The authorization form <u>shall</u> include time(s) and date(s) to be administered, dosage, storage instructions...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(3)(d)(1)	Health	1. An authorization form <u>shall</u> be valid for no more than seven (7) days, unless accompanied by a written physician's statement.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(3)(d)(2)	Health	2. Any prescription drug or over-the-counter drug sent to the home <u>shall</u> be in its original container.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(3)(d)(2)	Health	2. Prescription drugs <u>shall</u> have a pharmacy label or <u>shall</u> be accompanied by a physician's written instructions.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(3)(d)(2)	Health	2. Over-the-counter drugs <u>shall</u> be clearly labeled with the child's name and directions for administering the drug.	Ala. Code §§38-7-1 through -17.	1

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660-5-27-.06(3)(d)(2)	Health	2. A measuring device (if the medication <u>requires</u> measuring) <u>shall</u> be provided for each child's medication.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(3)(d)(3)	Health	3. All medication (children's or household member's) <u>shall</u> be kept under lock and key or combination lock.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(3)(d)(4)	Health	4. Medicines/ drugs <u>shall</u> be returned to the child's parent(s)/ guardian(s) or disposed of properly when no longer...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(3)(d)(5)	Health	5. Time and date of all medication dosages or medical procedures administered by the licensee/caregiver <u>shall</u> be documented...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(3)(d)(5)	Health	5. Copies <u>shall</u> be made available to the child's parent(s)/ guardian(s) on request.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(4)(a)	Daily Program	(a) ...each infant <u>shall</u> be placed in a supine (on his/her back) position for sleeping to lower the risks of...(SIDS).	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(4)(b)	Daily Program	(b) ... he/she <u>shall</u> be put down to sleep on his/her back, but allowed to adopt whatever position he/she prefers for sleep.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(4)(c)	Daily Program	(c) ...each infant (younger than twelve (12) months) <u>shall</u> be placed in a prone (front) position as often as tolerated by the infant...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(4)(d)	Daily Program	(e) ... a positioning device that restricts movement within the child's bed, such devices <u>shall not</u> be used.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(4)(f)	Daily Program	(f) ...soft materials are <u>prohibited</u> in the infant's sleeping environment (younger than twelve (12) months).	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(4)(f)(1)	Daily Program	1. Soft materials or objects, such as pillows, quilts, comforters, or sheepskins, <u>shall not</u> be placed under a sleeping infant.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(4)(f)(2)	Daily Program	2. Soft objects...and other gas-trapping objects <u>shall</u> be kept out of the infant's sleeping environment.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(4)(f)(3)	Daily Program	3. No infant <u>shall</u> be put to sleep on a sofa, soft mattress, or other soft surface.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(4)(g)	Daily Program	(g) The diapering area <u>shall</u> be a washable surface and <u>shall</u> be cleaned and disinfected after each use.	Ala. Code §§38-7-1 through -17.	1

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660-5-27-.06(4)(h)	Daily Program	(h) Sufficient clean, dry diapers and clothing <u>shall</u> be provided for each infant/toddler.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(4)(i)	Daily Program	(i) Wet or soiled diapers and other clothing <u>shall</u> be changed promptly.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(4)(j)	Daily Program	(j) Disposable diapers <u>shall</u> be placed in a covered, plastic-lined trash container inaccessible to children.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(4)(k)	Daily Program	(k) Reusable (cloth) diapers <u>shall</u> be rinsed in the toilet, placed in a plastic bag, and stored out of reach of children.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(4)(l)	Daily Program	(l) Staff <u>shall</u> use universal precautions when changing diapers or being exposed to blood, fecal material, or urine.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(4)(m)	Daily Program	(m) The licensee and each caregiver <u>shall</u> wash his/her hands with soap and warm running water after diapering each child...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(4)(m)	Daily Program	(m) Individual disposable paper towels <u>shall</u> be used for hand drying.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(4)(n)	Daily Program	(n) The licensee and each caregiver <u>shall</u> use single-use disposable gloves for diapering.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(4)(n)	Daily Program	(n) Clean gloves <u>shall</u> be used for diapering each child.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(4)(n)	Daily Program	(n) Used gloves <u>shall</u> be disposed of in a covered, plastic-lined container, inaccessible to children, and <u>shall</u> be disposed of daily.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(4)(o)	Daily Program	(o) Spills of body fluids, including blood, feces, nasal and eye discharges, saliva, urine, and vomit <u>shall</u> be cleaned up immediately.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(4)(o)	Daily Program	(o) Caregivers <u>shall</u> wear gloves unless the fluid can be easily contained by the material...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(4)(o)	Daily Program	(o) Caregivers <u>shall</u> be careful not to get any of the fluid in your eyes, nose, mouth or any open sores.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(4)(o)	Daily Program	(o) Caregivers <u>shall</u> clean and disinfect any surfaces, such as counter tops and floors, on which body fluids have been spilled.	Ala. Code §§38-7-1 through -17.	1

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660-5-27-.06(4)(o)	Daily Program	(o) Contaminated materials <u>shall</u> be discarded in a plastic bag that has been securely sealed.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(4)(p)	Daily Program	(p) Each child's hands <u>shall</u> be washed after diapering and toileting.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(4)(q)	Daily Program	(q) No child <u>shall</u> be left unattended while being diapered.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(4)(r)	Daily Program	(r) The diapering area <u>shall</u> be separate from areas used for serving, preparing, or storing food.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(4)(s)	Daily Program	(s) Infants <u>shall</u> be handled gently.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(4)(s)	Daily Program	(s) The licensee and each caregiver <u>shall</u> support each infant's head while lifting and holding the infant.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(4)(s)	Daily Program	(s) Rough or harsh handling is <u>prohibited</u> , including but not limited to:	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(4)(u)	Daily Program	(u) Screen time <u>shall</u> only be used for educational purposes or physical activity.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(4)(v)	Daily Program	(v) Drinking water with no added sweeteners or carbonation <u>shall</u> be readily available in indoor and outdoor areas throughout the day.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(4)(w)	Daily Program	(w) A variety of indoor and outdoor experiences <u>shall</u> be available.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(4)(w)	Daily Program	(w) These experiences <u>must</u> include 60 minutes of moderate and vigorous physical activity daily for full day programs and...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(4)(w)	Daily Program	(w) These activities <u>shall</u> build bone and muscle strength, and increase the heart rate and breathing rate of a child...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(5)(a)	Child Abuse/Neglect Reporting	(a) The licensee and any other caregivers are <u>required</u> by law, (Code of Ala. 1975, §§26-14-1 through 26-14-13) to report...	Ala. Code §§38-7-1 through -17.	0
660-5-27-.06(5)(a)	Child Abuse/Neglect Reporting	(a) The report <u>shall</u> be made immediately by telephone or direct oral communication, followed by a written report...	Ala. Code §§38-7-1 through -17.	0

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660-5-27-.06(5)(d)	Child Abuse/Neglect Reporting	(d) The licensee, household members, and all caregivers <u>shall</u> cooperate with the Department personnel on any child abuse...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(6)(a)	Meals and Snacks	(a) The licensee <u>shall</u> provide breakfast or a morning snack, a mid-day meal and at least one afternoon snack each day for the children...	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17.	0
660-5-27-.06(6)(a)	Meals and Snacks	(a) Meals and snack components and serving sizes <u>shall</u> comply with the USDA guidelines.	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17.	0
660-5-27-.06(6)(a)	Meals and Snacks	(a) No child <u>shall</u> be deprived of a meal or snack if he/she is in attendance at the time the meal/snack is served.	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17.	0
660-5-27-.06(6)(a)(1)	Meals and Snacks	1. Breakfast, if served, <u>shall</u> include at least the following:	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17.	0
660-5-27-.06(6)(a)(2)	Meals and Snacks	2. Snacks <u>shall</u> include at least two of the following four choices:	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17.	0
660-5-27-.06(6)(a)(3)	Meals and Snacks	3. Meals <u>shall</u> include at least the following:	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17.	0
660-5-27-.06(6)(b)	Meals and Snacks	(b) Formula or food for infants and other special diets... <u>shall</u> be prepared as directed by the parent(s)/ guardian(s).	7 C.F.R. §226.1 through §226.27,	0

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			Ala. Code §§38-7-1 through -17.	
660-5-27-.06(6)(b)	Meals and Snacks	(b) Special foods for any child <u>shall</u> be clearly labeled with the child's name and stored as directed.	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17.	0
660-5-27-.06(6)(c)	Meals and Snacks	(c) If formula is provided by the parent(s)/ guardian(s), it <u>shall</u> be sent ready to feed, labeled with the child's name and stored...	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17.	0
660-5-27-.06(6)(c)	Meals and Snacks	(c) All bottles <u>shall</u> be sent home or the contents discarded at the end of the day.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(6)(d)	Meals and Snacks	(d) Bottles and infant food <u>shall</u> be served according to parental request.	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17.	0
660-5-27-.06(6)(e)	Meals and Snacks	(e) Parents <u>must</u> provide written instructions on how to prepare, store, and use the expressed human milk.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(6)(f)	Meals and Snacks	(f) Fluid (liquid) milk <u>shall</u> be served.	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17.	0
660-5-27-.06(6)(f)	Meals and Snacks	(f) No powdered milk <u>shall</u> be used for drinking.	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17.	0
660-5-27-.06(6)(g)	Meals and Snacks	(g) Small hard candies and nuts <u>shall not</u> be served to children younger than four years of age.	7 C.F.R. §226.1 through §226.27,	0

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			Ala. Code §§38-7-1 through -17.	
660-5-27-.06(6)(h)	Meals and Snacks	(h) Foods with a shape and consistency that may cause choking shall be prepared appropriately for the age and ability of the child.	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17.	0
660-5-27-.06(6)(h)	Meals and Snacks	(h) The following foods shall be served only under close supervision:	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17.	0
660-5-27-.06(7)(a)	Food Service	(a) The licensee, each caregiver, and each child shall wash his/her hands with soap and warm running water before eating, preparing...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(7)(a)	Food Service	(a) Individual disposable paper towels shall be provided for drying hands	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(7)(b)	Food Service	(b) Feeding chairs shall be provided for infants.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(7)(b)	Food Service	(b) Feeding chairs and tables on which food is served shall be thoroughly cleaned and disinfected prior to and after snacks...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(7)(b)	Food Service	(b) Each child's food shall be served from an individual dish or napkin and shall not be placed directly on tables.	Ala. Code §§38-7-1 through -17.	2
660-5-27-.06(7)(c)	Food Service	(c) Each infant and toddler shall be encouraged to experiment with self-feeding with his/her hands or a spoon.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(7)(c)	Food Service	(c) Utensils shall be provided for each child who feeds himself/herself.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(7)(c)	Food Service	(c) Disposable utensils and cups shall be used only under close supervision.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(7)(d)	Food Service	(d) All prepared formula and food brought from the child's home shall be labeled with the child's name and properly stored.	7 C.F.R. §226.1 through §226.27,	0

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			Ala. Code §§38-7-1 through -17.	
660-5-27-.06(7)(d)	Food Service	(d) Milk and prepared formula shall be placed immediately in the refrigerator.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(7)(d)	Food Service	(d) Previously opened baby food jars shall not be accepted by the licensee.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(7)(d)	Food Service	(d) All formula remaining in the bottle after a feeding shall be discarded.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(7)(e)	Food Service	(e) Each infant shall be held when fed from a bottle.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(7)(e)	Food Service	(e) Bottles shall not be propped	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(7)(f)	Food Service	(f) The size of servings shall be adequate to meet each child's needs.	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17.	0
660-5-27-.06(7)(g)	Food Service	(g) Food, including dessert or milk, shall not be forced on or withheld from a child.	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17.	0
660-5-27-.06(7)(h)	Food Service	(h) Each child shall be seated while eating.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(8)(a)	Food protection and preparation	(a) No home-canned/preserved foods shall be used.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(8)(b)	Food protection and preparation	(b) Food shall be protected from contamination during storage, preparation, and serving.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(8)(c)	Food protection and preparation	(c) All food preparation surfaces and utensils shall be thoroughly cleaned before use.	Ala. Code §§38-7-1 through -17.	1

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660-5-27-.06(8)(d)	Food protection and preparation	(d) Once food has been served to a child, portions of leftover food <u>shall</u> <u>not</u> be served again.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(8)(e)	Food protection and preparation	(e) Tableware, cooking utensils, and all food contact surfaces <u>shall</u> be thoroughly cleaned after each use.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(8)(f)	Food protection and preparation	(f) Animals <u>shall not</u> be allowed in food storage, food preparation, or food service areas during hours of child care.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(8)(g)	Food protection and preparation	(g) Floors in food preparation and service areas <u>shall</u> be swept or vacuumed daily and mopped as needed to maintain cleanliness.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(9)(a)	Personal Belongings	(a) The licensee <u>shall require</u> the parent(s)/ guardian(s) to provide appropriate seasonal clothing for each child to permit a change when necessary.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(9)(b)	Personal Belongings	(b) Sufficient clean, dry diapers and clothing <u>shall</u> be provided for each infant/toddler.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(9)(b)	Personal Belongings	(b) Wet or soiled diapers and other clothing <u>shall</u> be changed promptly.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(9)(c)	Personal Belongings	(c) Adequate space <u>shall</u> be available to each child for storing his/her personal belongings.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(10)(a)	Disciplinary Practices	(a) Discipline <u>shall</u> be appropriate to the age and developmental level of the children.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(10)(b)	Disciplinary Practices	(b) The following disciplinary practices are <u>prohibited</u> :	Ala. Code §§38-7-1 through -17.	0
660-5-27-.06(10)(b)	Disciplinary Practices	1. Corporal or physical punishment is <u>prohibited</u> , including, but not limited to:	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(10)(b)	Disciplinary Practices	2. Verbal abuse is <u>prohibited</u> , including but not limited to:	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(10)(b)	Disciplinary Practices	3. Discipline associated with food, naps, or bathroom procedures is <u>prohibited</u> , including but not limited to:	7 C.F.R. §226.1 through §226.27,	0

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			Ala. Code §§38-7-1 through -17.	
660-5-27-.06(10)(b)	Disciplinary Practices	4. Physical restraint as punishment is <u>prohibited</u> ;	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(10)(b)	Disciplinary Practices	5. Punishment administered by another child is <u>prohibited</u> ;	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(10)(b)	Disciplinary Practices	6. Rough or harsh handling of children, whether associated with discipline or not, is <u>prohibited</u> ...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(10)(b)	Disciplinary Practices	7. Physical activity/outdoor time taken away as punishment is <u>prohibited</u> .	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(11)	Outdoor Play	(11) All children <u>shall</u> spend time outdoors each day, when weather permits.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(12)(a)	Sign in/Sign out Procedures	(a) The licensee <u>shall</u> require the parent(s)/ guardian(s)...to sign (signature <u>required</u> , initials not acceptable) each child in/out...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(12)(b)	Sign in/Sign out Procedures	(b) If a child walks to the home from school...the licensee/caregiver <u>shall</u> sign (signature <u>required</u> , initials not acceptable) each child in...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(13)(a)	Release of the children	(a) The licensee/caregiver <u>shall not</u> release a child to anyone without written authorization from the child's parent(s)/ guardian(s)	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(13)(b)	Release of the children	(b) Authorized persons who are unfamiliar to the licensee or caregiver <u>shall</u> show photographic identification when picking up...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.06(14)	Visits by parent(s)/guardian(s)	(14) Parent(s)/ guardian(s) <u>shall</u> have the right to visit and observe their child in the home at any time during hours of operation.	45 C.F.R. 98, Ala. Code §§38-7-1 through -17.	0
660-5-27-.06(14)	Visits by parent(s)/guardian(s)	(14) Parent(s)/ guardian(s) <u>shall</u> be informed of this right.	45 C.F.R. 98, Ala. Code §§38-7-1 through -17.	0
660-5-27-.06(15)	Parent Communication	(15) Information on child development and children's health <u>must</u> be shared annually with parent(s)/ guardian(s).	Ala. Code §§38-7-1 through -17.	1

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660-5-27-.07(1)(a)	General administrative responsibilities	(a) The applicant/licensee shall apply for a license to operate a child care home on the required form(s).	Ala. Code §§38-7-1 through -17.	1
660-5-27-.07(1)(b)	General administrative responsibilities	(b) An application for renewal of the license shall be submitted to the Department at least thirty (30) calendar days prior to the expiration of the license on the required form(s)	Ala. Code §§38-7-1 through -17.	1
660-5-27-.07(1)(b)	General administrative responsibilities	(b) It is the sole responsibility of the licensee to obtain the required form(s) and to submit the form(s) to the Department as required	Ala. Code §§38-7-1 through -17.	0
660-5-27-.07(1)(c)	General administrative responsibilities	(c) The applicant/licensee shall read and be familiar with the Standards and assume final authority and responsibility...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.07(1)(d)	General administrative responsibilities	(d) There shall be financial resources available to provide...and required arrangements for comfortable rest/sleep.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.07(1)(e)	General administrative responsibilities	(e) The following documents shall be posted in a place in the home easily seen by parent(s)/ guardian(s):	Ala. Code §§38-7-1 through -17.	1
660-5-27-.07(1)(f)	General administrative responsibilities	(f) Any information regarding children and facts learned about children and their relatives shall be kept confidential and shall not be shared except:	Ala. Code §§38-7-1 through -17.	1
660-5-27-.07(1)(g)	General administrative responsibilities	(g) The licensee shall provide the parent(s)/ guardian(s) and the Department with a written statement of the rules...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.07(1)(g)	General administrative responsibilities	(g) These rules and policies shall be given to parent(s)/ guardian(s) when the child is enrolled and shall include at least the following:	Ala. Code §§38-7-1 through -17.	2
660-5-27-.07(1)(g)(5)	General administrative responsibilities	5. Parent(s)/ guardian(s) shall be informed of their right to visit and observe their child in the home at any time during the hours of care;	45 C.F.R. 98, Ala. Code §§38-7-1 through -17.	0
660-5-27-.07(1)(g)(6)	General administrative responsibilities	6. Statement regarding Standards requirements for illness and injury;	Ala. Code §§38-7-1 through -17.	0
660-5-27-.07(1)(h)	General administrative responsibilities	(h) The licensee shall provide parent(s)/ guardian(s) and the Department in writing, of any changes in the home's rules...	Ala. Code §§38-7-1 through -17.	1

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660-5-27-.07(1)(i)	General administrative responsibilities	(i) The licensee's social security number or tax ID number shall be made available to the parent(s)/ guardian(s) on request.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.07(2)(a)	Reports to the Department	(a) Enrollment reports, indicating the number and ages of children enrolled in the home, shall be submitted to the Department...	Ala. Code §§38-7-1 through -17.	0
660-5-27-.07(2)(b)	Reports to the Department	(b) The licensee shall report any known or suspected child abuse or neglect to the County Department of Human Resources...	Ala. Code §§38-7-1 through -17, §§ 26-14-1 through 26-14-13.	0
660-5-27-.07(2)(c)	Reports to the Department	(c) The following shall be reported verbally within 24 hours, and followed by a written report within 5 days:	Ala. Code §§38-7-1 through -17.	0
660-5-27-.07(2)(d)	Reports to the Department	(d) Any physical or structural changes in the home... shall be reported to the Department in advance.	Ala. Code §§38-7-1 through -17.	0
660-5-27-.07(2)(e)	Reports to the Department	(e) Any change in location (move to another home) shall be reported to the Department in advance.	Ala. Code §§38-7-1 through -17.	0
660-5-27-.07(3)(e)	Records to be kept by the licensee	(e) The following information shall be kept in an individual file in the home for each assistant caregiver and each substitute:	Ala. Code §§38-7-1 through -17.	9
660-5-27-.07(3)(e)(9)(iii)	Records to be kept by the licensee	(iii) written verification of training received through workshops, meetings, videotapes, or one to one consultation (not required for substitutes).	Ala. Code §§38-7-1 through -17.	0
660-5-27-.07(3)(e)(2)	Records to be kept by the licensee	2. State Central Registry on Child Abuse/Neglect Clearance Form must be issued within the last five (5) years and updated every five (5) years thereafter (See Rule 660-5-27-.05, for details)	Ala. Code §§38-7-1 through -17, 26-14-1 through 13	0
660-5-27-.07(3)(e)(3)(i)	Records to be kept by the licensee	(i) A Suitability Determination letter from the Department must be issued within the last five (5) years and updated every five (5) years thereafter.	Ala. Code §§38-7-1 through -17, 26-14-1 through 13	0

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660-5-27-.07(3)(f)	Records to be kept by the licensee	(f) Records on caregivers and substitutes shall be kept for at least two (2) years after the caregiver or substitute leaves.	Ala. Code §§38-7-1 through -17.	0
660-5-27-.07(3)(g)	Records to be kept by the licensee	(g) A current certificate of rabies vaccination for animals required by law to be vaccinated.	Ala. Code §§38-7-1 through -17, §§3-7a-1 through 3-7a-16	0
660-5-27-.07(3)(h)	Records to be kept by the licensee	(h) Children's records shall be on file in the home on the child's first day of attendance and shall include at least:	Ala. Code §§38-7-1 through -17.	0
660-5-27-.07(3)(i)	Records to be kept by the licensee	(i) Children's records shall be kept for at least two (2) years after the child leaves care.	Ala. Code §§38-7-1 through -17.	0
660-5-27-.07(3)(j)	Records to be kept by the licensee	(j) Any other information about the children shall be kept in the children's records.	Ala. Code §§38-7-1 through -17.	0
660-5-27-.07(3)(k)	Records to be kept by the licensee	(k) Any information regarding children and facts learned about children and their relatives shall be kept confidential and shall not be shared except:	Ala. Code §§38-7-1 through -17.	0
660-5-27-.07(3)(l)(1)	Records to be kept by the licensee	1. Children's records and information about children and their families shall be kept confidential.	Ala. Code §§38-7-1 through -17.	0
660-5-27-.07(3)(l)(2)	Records to be kept by the licensee	2. Confidential information about children and their families shall not be used or disclosed for any purpose...	Ala. Code §§38-7-1 through -17.	0
660-5-27-.07(3)(l)(3)	Records to be kept by the licensee	3. Any discussion about children and their families shall be treated as confidential.	Ala. Code §§38-7-1 through -17.	0
660-5-27-.07(3)(l)(4)	Records to be kept by the licensee	4. Confidential information including children's records shall be accessible only to authorized persons.	Ala. Code §§38-7-1 through -17.	0
660-5-27-.07(3)(l)(5)	Records to be kept by the licensee	5. The Department shall have the right to inspect records, including children's records.	Ala. Code §§38-7-1 through -17.	0
660-5-27-.07(3)(m)	Records to be kept by the licensee	(m) Transportation checklists and sign in and sign out sheets shall be kept on file in the home...	Ala. Code §§38-7-1 through -17.	1

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660-5-27-.08	Nighttime Care	In addition to the preceding regulations, homes offering nighttime care after 7 p.m., <u>shall</u> meet the following regulations:	Ala. Code §§38-7-1 through -17	0
660-5-27-.08(1)	Nighttime Care	(1) The number and age of children in nighttime care <u>shall not</u> exceed the number and age range of children for which the nighttime home...	Ala. Code §§38-7-1 through -17	1
660-5-27-.08(2)(a)	Bathing	(a) If any child in care is bathed, clean water <u>shall</u> be provided for each child.	Ala. Code §§38-7-1 through -17	1
660-5-27-.08(2)(a)	Bathing	(a) Each child <u>shall</u> be bathed separately.	Ala. Code §§38-7-1 through -17	1
660-5-27-.08(2)(a)	Bathing	(a) Each child <u>shall</u> be supervised while bathing.	Ala. Code §§38-7-1 through -17	1
660-5-27-.08(2)(b)	Bathing	(b) Individual soap, individual towel, and an individual washcloth <u>shall</u> be provided for each child who is bathed at the home.	Ala. Code §§38-7-1 through -17	1
660-5-27-.08(3)	Sleeping	(3) In addition to <u>requirements</u> for sleeping (See Indoor Area, Equipment and Furnishings, Rule 660-5-27-.04(2)(d)):	Ala. Code §§38-7-1 through -17	0
660-5-27-.08(3)(a)	Sleeping	(a) Each child younger than eighteen (18) months of age who receives his/her regular night's sleep in a nighttime home, <u>shall</u> sleep alone...	Ala. Code §§38-7-1 through -17	1
660-5-27-.08(3)(b)	Sleeping	(b) ...each infant <u>shall</u> be placed in a supine (on his/her back) position for sleeping to lower the risks of Sudden Infant Death...	Ala. Code §§38-7-1 through -17	1
660-5-27-.08(3)(c)	Sleeping	(c) Each child who is eighteen (18) months of age or older... <u>shall</u> sleep in a bed.	Ala. Code §§38-7-1 through -17	1
660-5-27-.08(4)	Toileting	(4) Each child's toilet articles (such as combs, toothbrushes, etc.) <u>shall</u> be labeled with the child's name...	Ala. Code §§38-7-1 through -17	1
660-5-27-.08(5)	Meals	(5) Breakfast <u>shall</u> be served to each child who goes directly to school from nighttime care...	Ala. Code §§38-7-1 through -17	1
660-5-27-.08(6)	Meals	(6) An evening meal <u>shall</u> be served for each child who continuing in attendance from the day time program.	Ala. Code §§38-7-1 through -17	1
660-5-27-.09	Group Day Care Homes	For purposes of these regulations, a license is <u>required</u> if one of the following items apply:	Ala. Code §§38-7-1 through -17.	1

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660-5-27-.09(5)	Group Day Care Homes	(5) The assistant caregiver hired after January 22, 2001 <u>shall</u> meet the same educational, medical, age, and character and suitability <u>requirements</u> and qualifications as the licensee...	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12.	0
660-5-27-.09(8)(a)	Group Day Care Homes	(a) The Assistant Caregiver <u>shall</u> have at least one (1) hour of preservice training from an outside source in each of the following eleven (11) <u>required</u> topic areas:	Ala. Code §§38-7-1 through -17.	11
660-5-27-.09(a)	Group Day Care Homes	(a) Pending completion of all <u>required</u> background check components applicants/licensees, substitutes, and assistant caregivers cannot be counted in the Child/Staff Ratio.	45 C.F.R. §98, Ala. Code §§38-7-1 through -17.	0
660-5-27-.09(b)	Group Day Care Homes	(b) Thereafter, the Assistant Caregiver <u>shall</u> have at least one (1) hour of annual training from an outside source in each of the following eleven (11) <u>required</u> topic areas:	Ala. Code §§38-7-1 through -17.	11
660-5-27-.09(9)	Group Day Care Homes	(9) <u>Required</u> information for the assistant caregiver <u>shall</u> be kept on file in the home.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.09(1)	Group Day Care Homes	(1) A separate license <u>shall</u> be applied for and obtained prior to offering group day care for seven (7) but no more than twelve...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.09(2)	Group Day Care Homes	(2) A group day care home <u>shall</u> have at least the following caregivers:	Ala. Code §§38-7-1 through -17.	4
660-5-27-.09(3)	Group Day Care Homes	(3) Whenever seven (7) or more children are present, at least two (2) adult caregivers <u>shall</u> be present and supervising the children.	45 C.F.R. §98, Ala. Code §§38-7-1 through -17.	0
660-5-27-.09(3)	Group Day Care Homes	(3) This <u>shall</u> include the licensee and the assistant caregiver.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.09(3)	Group Day Care Homes	(3) If a substitute is used, either the licensee or the assistant caregiver <u>shall</u> be present and supervising the children.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.09(4)	Group Day Care Homes	(4) No group day care home <u>shall</u> be licensed for more than six (6) children younger than twelve (12) months of age	Ala. Code §§38-7-1 through -17.	1

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660-5-27-.09(4)	Group Day Care Homes	(4) There <u>shall</u> be at least one caregiver present and supervising each three (3) children younger than twelve (12) months of age.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.09(6)	Group Day Care Homes	(6) The assistant caregiver <u>shall</u> have at least twelve (12) clock hours of training in child care within the first 30 days of employment	Ala. Code §§38-7-1 through -17.	1
660-5-27-.09(6)	Group Day Care Homes	(6) Child care training <u>shall</u> include clock hours in each of these areas:	Ala. Code §§38-7-1 through -17.	1
660-5-27-.09(7)	Group Day Care Homes	(7) The assistant caregiver <u>shall</u> have at least twelve (12) clock hours of child care training each year thereafter.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.09(7)	Group Day Care Homes	(7) Child care training <u>shall</u> include clock hours in each of these areas:	Ala. Code §§38-7-1 through -17.	1
660-5-27-.10	Group Nighttime Homes	homes offering group nighttime care for at least seven (7) but no more than twelve (12) children after 7 p.m., <u>shall</u> meet the following regulations:	Ala. Code §§38-7-1 through -17.	0
660-5-27-.10(1)	Group Nighttime Homes	(1) Anytime seven (7) or more children are present, at least two (2) adult caregivers <u>shall</u> be present and supervising the children.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.10(2)	Group Nighttime Homes	(2) The number and age of children in nighttime care <u>shall not</u> exceed the number and age range of children for which...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.10(3)(a)	Group Nighttime Homes	(a) Each child younger than 18 months of age who receives his/her regular night's sleep in a nighttime home <u>shall</u> sleep alone in a crib.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.10(3)(b)	Group Nighttime Homes	(b) ...each infant <u>shall</u> be placed in a supine (on his/her back) position for sleeping to lower the risks of Sudden Infant Death...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.10(3)(c)	Group Nighttime Homes	(c) Each child who is 18 months of age or older, who receives his/her regular night's sleep in a nighttime home <u>shall</u> sleep in a bed.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.11	Corrective/Adverse Actions	Written notice of the corrective or adverse action <u>shall</u> be posted at each public entrance of the child care home.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.11	Corrective/Adverse Actions	None of these <u>requirements</u> are to be interpreted to allow a home to operate in violation of the standards or out of compliance with the standards.	Ala. Code §§38-7-1 through -17.	0

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660-5-27-.11(2)(b)	Corrective Action	(b) During the corrective action period, the licensee shall correct each deficiency (area of noncompliance) and shall report the corrections to the Department	Ala. Code §§38-7-1 through -17.	0
660-5-27-.11(3)(c)	Corrective Action	(c) The right to reduce the licensed capacity of the home or to amend the ages of children to be served, due to restricted use of required space or bathroom facilities or lack of qualified caregivers	Ala. Code §§38-7-1 through -17.	0
660-5-27-.11(3)(c)(1)(ii)	Probationary Status	(ii) During the probationary period, the licensee shall correct each deficiency (area of noncompliance) and shall report the corrections to the Department.	Ala. Code §§38-7-1 through -17.	0
660-5-27-.11(3)(c)(3)	Suspension of a License	3. In this event, the child care facility shall not operate during the pendency of any proceeding for a fair hearing...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.12(1)(b)	Pre-revocation Hearings	(b) The suspension shall become effective immediately unless otherwise stated.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.12(1)(b)	Pre-revocation Hearings	(b) In this event, the child care facility shall not operate during the pendency of any proceeding for a fair hearing...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.12(2)(c)	Request for a Fair Hearing	(c) When a pre-revocation hearing has been held, a request for a fair hearing shall be filed within fourteen (14) calendar days...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.12(2)(d)	Request for a Fair Hearing	(d) The existing license or six-month permit shall be suspended immediately or on the date specified in the notice of suspension.	Ala. Code §§38-7-1 through -17.	1
660-5-27-.12(2)(e)	Request for a Fair Hearing	(e) In all other situations where a pre-action hearing has not been held, a request for a fair hearing shall be filed within sixty...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.13	Equipment List	The licensee shall provide a variety of toys, games, and other play equipment appropriate to the ages of children specified...	Ala. Code §§38-7-1 through -17.	1
660-5-27-.13	Equipment List	The licensee shall provide at least two (2) items from each category for each age group for which the home is licensed or permitted.	Ala. Code §§38-7-1 through -17.	2
660-5-27-.13(2)(f)	Nature and Science Materials	(f) Collections of rocks, leaves, seeds, etc.; Aquarium with fish (must be covered); Magnifying glass; Magnets; Measuring equipment.	Ala. Code §§38-7-1 through -17.	1

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660-5-27-.13(4)(a)	Storage	(a) Children <u>shall</u> have a separate area for storing their personal items and projects.	Ala. Code §§38-7-1 through -17.	1
660-5-28-.03(2)	Foster Care Resources	(2) Prior to being approved, it <u>must</u> be determined that the prospective foster homes meet the standards prescribed in...	Ala. Code §§38-7-1 through -17	1
660-5-28-.03(2)	Foster Care Resources	(2) It <u>must</u> be determined that such a home meets the prescribed minimum standards and is an appropriate resource...	Ala. Code §§38-7-1 through -17	1
660-5-28-.03(2)(a)(1)(i)(I)	Foster Care Resources	(I) A "boarding home"...that the number of children so received <u>shall not</u> exceed six unless said children are of common parentage.	Ala. Code §§38-7-1 through -17	1
660-5-28-.03(2)(a)(1)(ii)(I)	Foster Family Homes	(I) ...homes serving as maternity centers <u>must</u> be appropriate for minor pregnant girls who are in need of foster care services.	Ala. Code §§38-7-1 through -17	1
660-5-28-.03(2)(a)(1)(iii)(I)	Foster Family Homes	(I) The home may or <u>may not</u> receive the child or children for the purpose of adoption.	Ala. Code §§38-7-1 through -17	1
660-5-28-.03(2)(b)(2)(ii)(I)	Developing and Evaluating Foster Family Homes	(I) During the initial contact with the agency, the applicants are screened to determine if they meet the broad agency <u>requirements</u> .	Ala. Code §§38-7-1 through -17	1
660-5-28-.03(2)(b)(2)(iii)(VIII)	Developing and Evaluating Foster Family Homes	(VIII) In the event a couple has been inactive...the earlier reasons for not proceeding with the agency <u>must</u> be discussed in detail.	Ala. Code §§38-7-1 through -17	1
660-5-28-.03(2)(b)(2)(iii)(VIII)	Developing and Evaluating Foster Family Homes	(VIII) A new application form and all other forms <u>must</u> be completed as with an initial application.	Ala. Code §§38-7-1 through -17	1
660-5-28-.03(2)(b)(2)(iv)(I)	Developing and Evaluating Foster Family Homes	(I) The foster parents <u>must</u> complete the form, Application to Operate Foster Family Home	Ala. Code §§38-7-1 through -17	1
660-5-28-.03(2)(b)(2)(iv)(II)	Developing and Evaluating Foster Family Homes	(II) ...the <u>requirement</u> of foster parents age 62 and older to have the physical examination or medical statement completed every 2 years;	Ala. Code §§38-7-1 through -17	1
660-5-28-.03(4)(b)	In-State Residential Treatment Under Contract	(b) These children <u>must</u> also be eligible for Title XX Services in order for the facilities to receive payment.	Ala. Code §§38-7-1 through -17	1
660-5-28-.03(7)(c)(1)(iv)	Required Criteria for Provisional Approval	(iv) The prospective foster family home <u>must</u> be located in the child's neighborhood or community...	Ala. Code §§38-7-1 through -17	1
660-5-28-.03(7)(c)(1)(v)	Required Criteria for Provisional Approval	(v) The prospective foster family home <u>must</u> be a family known to the child and/or his family.	Ala. Code §§38-7-1 through -17	1

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660-5-28-.03(7)(e)(1)	Home Safety Assessment	1. The home <u>must</u> meet the following <u>requirements</u> for foster family homes which can also be found in Minimum Standards...	Ala. Code §§38-7-1 through -17	0
660-5-28-.03(7)(e)(1)(i)	Home Safety Assessment	(i) The Foster Family Home <u>shall</u> be located in a neighborhood which is suitable and favorable to the general welfare of the child...	Ala. Code §§38-7-1 through -17	1
660-5-28-.03(7)(e)(1)(ii)	Home Safety Assessment	(ii) The Foster Family Home <u>shall</u> be accessible to schools, churches and other community facilities...	Ala. Code §§38-7-1 through -17	1
660-5-28-.03(7)(e)(1)(iii)	Home Safety Assessment	(iii) Inspections by the state or local fire department and by the state or local health department <u>shall</u> be <u>required...</u>	Ala. Code §§38-7-1 through -17, §§36-19-1 through 36-19-32	0
660-5-28-.03(7)(e)(1)(iv)	Home Safety Assessment	(iv) A smoke detector <u>shall</u> be located within ten feet of each bedroom and no more than 30 feet apart in hallways.	Ala. Code §§38-7-1 through -17	1
660-5-28-.03(7)(e)(1)(iv)	Home Safety Assessment	(iv) In a two story house (upstairs or basement) a smoke detector <u>shall</u> be located at the head of the stairway.	Ala. Code §§38-7-1 through -17	1
660-5-28-.03(7)(e)(1)(v)	Home Safety Assessment	(v) A 2A 10BC dry chemical fire extinguisher no less than 5 pounds in weight <u>shall</u> be installed in an accessible spot...	Ala. Code §§38-7-1 through -17	1
660-5-28-.03(7)(e)(1)(vi)	Home Safety Assessment	(vi) Unvented natural gas heaters are <u>prohibited</u> in bedrooms and bathrooms.	Ala. Code §§38-7-1 through -17	1
660-5-28-.03(7)(e)(1)(vi)	Home Safety Assessment	(vi) No stove or combustion heater <u>shall</u> be so located as to block escape in case of fire arising from malfunctioning of the stove...	Ala. Code §§38-7-1 through -17	1
660-5-28-.03(7)(e)(1)(vii)	Home Safety Assessment	The home <u>must</u> meet the following <u>requirements</u> for foster family homes which can also be found in Minimum Standards...	Ala. Code §§38-7-1 through -17	1
660-5-28-.03(7)(e)(1)(viii)	Home Safety Assessment	(viii) It <u>shall</u> be determined as soon as possible that a mobile home conforms to National Mobile Home Construction...	Ala. Code §§38-7-1 through -17, 42 U.S.C.A. § 5401 through 5426	0

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660-5-28-.03(7)(e)(1)(viii)	Home Safety Assessment	(viii) Mobile Homes <u>shall</u> comply with anchoring and tie-down <u>requirements...</u>	Ala. Code §§24-5-30 through -35	0
660-5-28-.03(7)(e)(1)(ix)	Home Safety Assessment	(ix) The Foster Family Home and grounds <u>shall</u> be free from anything which constitutes a danger...	Ala. Code §§38-7-1 through -17	1
660-5-28-.03(7)(e)(1)(ix)	Home Safety Assessment	(ix) Appropriate safeguards <u>shall</u> be provided against potential hazards...	Ala. Code §§38-7-1 through -17	1
660-5-28-.03(7)(e)(1)(x)	Home Safety Assessment	(x) A fence enclosing a play area <u>shall</u> be provided when there are hazards in the immediate neighborhood.	Ala. Code §§38-7-1 through -17	1
660-5-28-.03(7)(e)(1)(xi)	Home Safety Assessment	(xi) All windows and doors <u>shall</u> be screened against insects unless the home is air conditioned.	Ala. Code §§38-7-1 through -17	1
660-5-28-.03(7)(e)(1)(xi)	Home Safety Assessment	(xi) The home <u>shall</u> be adequately ventilated and comfortably cooled and heated.	Ala. Code §§38-7-1 through -17	1
660-5-28-.03(7)(e)(1)(xii)	Home Safety Assessment	(xii) The Foster Family Home <u>shall</u> be in a clean condition.	Ala. Code §§38-7-1 through -17	1
660-5-28-.03(7)(e)(1)(xiii)	Home Safety Assessment	(xiii) The Foster Family Home <u>shall</u> have an adequate number of bedrooms.	Ala. Code §§38-7-1 through -17	1
660-5-28-.03(7)(e)(1)(xiii)	Home Safety Assessment	(xiii) The bedrooms <u>shall not</u> be used for purposes other than for the child's sleeping, personal care, privacy and studying.	Ala. Code §§38-7-1 through -17	1
660-5-28-.03(7)(e)(1)(xiii)	Home Safety Assessment	(xiii) The bedrooms <u>shall</u> be ventilated and appropriately lighted.	Ala. Code §§38-7-1 through -17	1
660-5-28-.03(7)(e)(1)(xiii)	Home Safety Assessment	(xiii) Adequate space <u>shall</u> be provided for each child's personal belongings.	Ala. Code §§38-7-1 through -17	1
660-5-28-.03(7)(e)(1)(xiii)(I)	Home Safety Assessment	(I) Children <u>shall not</u> sleep with adults	Ala. Code §§38-7-1 through -17	1
660-5-28-.03(7)(e)(1)(xiii)(II)	Home Safety Assessment	(II) No more than two unrelated children <u>shall</u> be permitted to sleep in the same bed and they <u>must</u> be of the same sex and less than 6 years old.	Ala. Code §§38-7-1 through -17	2
660-5-28-.03(7)(e)(1)(xiii)(IV)	Home Safety Assessment	(IV) Separate sleeping rooms <u>must</u> be provided for children over age 6 who are of the opposite sex.	Ala. Code §§38-7-1 through -17	1

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660-5-28-.03(7)(e)(1)(xiii)(V)	Home Safety Assessment	(V) All babies <u>must</u> sleep alone.	Ala. Code §§38-7-1 through -17	1
660-5-28-.03(7)(e)(1)(xiv)	Home Safety Assessment	(xiv) Adequate space and facilities <u>shall</u> be available for the special care of sick members of the family and the foster child(ren	Ala. Code §§38-7-1 through -17	1
660-5-28-.03(7)(e)(1)(xv)	Home Safety Assessment	(xv) The Foster Family Home and grounds <u>shall</u> include safe and suitable play space for indoor and outdoor activity.	Ala. Code §§38-7-1 through -17	1
660-5-28-.03(7)(e)(1)(xvi)	Home Safety Assessment	(xvi) The certificate of rabies vaccination <u>shall</u> be on file in the home for any animal on the premises <u>required</u> by law to be vaccinated.	Ala. Code §§38-7-1 through -17, §§3-7a-1 through 3-7a-16	0
660-5-28-.03(7)(e)(1)(xvi)	Home Safety Assessment	(xvi) Animals that pose a threat to children's health and safety <u>shall</u> be kept in an area inaccessible to children.	Ala. Code §§38-7-1 through -17	1
660-5-28-.03(7)(e)(1)(xvii)	Home Safety Assessment	(xvii) Every Foster Family Home <u>shall</u> have reasonable access to a telephone.	Ala. Code §§38-7-1 through -17	1
660-5-28-.03(7)(e)(1)(xviii)	Home Safety Assessment	(xviii) The Foster Family Home <u>shall</u> have adequate and appropriate facilities for the storage, protection and preparation of food.	Ala. Code §§38-7-1 through -17	1
660-5-28-.03(7)(e)(1)(xix)	Home Safety Assessment	(xix) Video tapes <u>shall</u> be viewed by the foster parent(s) for appropriateness before being shown to children.	Ala. Code §§38-7-1 through -17	1
660-5-28-.03(7)(e)(1)(xix)	Home Safety Assessment	(xix) Video tapes, computer software and reading materials with a sexually explicit, frightening or violent content <u>shall</u> be inaccessible...	Ala. Code §§38-7-1 through -17	1
660-5-28-.03(7)(e)(1)(xx)	Home Safety Assessment	(xx) The Foster Family Home <u>shall not</u> receive or care for roomers or boarders without special approval by the Department...	Ala. Code §§38-7-1 through -17	1
660-5-28-.03(7)(f)(1)	Health of Household Members	1. The health of all family members <u>shall not</u> be detrimental to the physical and mental well being of the child(ren) placed in care.	Ala. Code §§38-7-1 through -17	1
660-5-28-.03(7)(f)(1)(i)	Health of Household Members	(i) An initial physical examination for foster parents by a licensed practicing medical doctor... <u>shall</u> be made no later than ten(10) days from the date the home was provisionally approved.	Ala. Code §§38-7-1 through -17	1

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660-5-28-.03(7)(f)(1)(i)	Health of Household Members	(i) A record of the examination shall be filed with the Department or licensed child-placing agency.	Ala. Code §§38-7-1 through -17	0
660-5-28-.03(7)(f)(1)(i)	Health of Household Members	(i) DHR-DFC-737, Medical Report for Persons Giving Care to Children (see copy in the Appendix), shall be completed...	Ala. Code §§38-7-1 through -17	0
660-5-28-.03(7)(f)(1)(ii)	Health of Household Members	(ii) A statement from a licensed practicing medical doctor...on all other members of the household... shall be submitted...	Ala. Code §§38-7-1 through -17	0
660-5-28-.03(7)(f)(1)(ii)	Health of Household Members	(ii) Each statement shall indicate the person's freedom from contagious and infectious diseases.	Ala. Code §§38-7-1 through -17	1
660-5-28-.03(7)(f)(1)(iii)	Health of Household Members	(iii) ...the foster parent or member of the household shall have appropriate medical consultation, and treatment if prescribed.	Ala. Code §§38-7-1 through -17	1
660-5-28-.03(7)(f)(1)(iii)	Health of Household Members	(iii) ...said person shall not give care to children in the custody/planning responsibility of the department...	Ala. Code §§38-7-1 through -17	1
660-5-28-.03(7)(h)(2)	Child Abuse and Neglect Central Registry	2. The CAN Central Registry must be cleared on all household members as soon as the information is available.	Ala. Code §§38-7-1 through -17, Ala. Code § 26-14-8, 38-2-6, 38-7-13, 41-22-4	0
660-5-28-.03(7)(j)(1)	Limitations of Provisional Foster Home Approvals	1. A provisional foster home must meet established standards outlined in this policy for a provisional approval.	Ala. Code §§38-7-1 through -17	1
660-5-28-.03(7)(j)(3)	Limitations of Provisional Foster Home Approvals	3. The new home must be assessed to determine if it meets the minimum standards for a provisional approval...	Ala. Code §§38-7-1 through -17	1
660-5-28-.03(7)(j)(4)	Limitations of Provisional Foster Home Approvals	4. Any changes occurring in the provisional foster home that affects the care of the child must be reported to the Department...	Ala. Code §§38-7-1 through -17	0
660-5-28-.06(2)(c)	Child's Case Plan	(c) However, a six-months' review proceeding may not serve as a dispositional hearing.	P.L. 96-272	0
660-5-28-.06(1)	Child's Case Plan	(1) Child's Case Plan. One requirement necessitates the development of a written case plan for the child within 30 days from the time of placement.	P.L. 96-272	0

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Rule Citation	Short Description	Regulatory Text	Statutory Authority	# of Discretionary Regulatory Restrictions
660-5-28-.06(1)	Child's Case Plan	(1) For children in foster care or related care less than 30 days, this case plan requirement is waived.	P.L. 96-272	0
660-5-28-.06(1)(g)	Child's Case Plan	(g) A statement of the requirements of the court or the recommendations of the administrative review panel, in connection with the required six-months' case review, and how the Department will meet those requirements and recommendations;	P.L. 96-272	0
660-5-28-.06(2)	Case Review	(2) Case Review. The case review is another requirement .	P.L. 96-272	0
660-5-28-.06(2)	Case Review	(2) These review requirements apply to all children in custody of the Department or for whom the Department has planning responsibility whether or not they are in foster care.	P.L. 96-272	0
660-5-28-.06(2)	Case Review	(2) Notice to parents is not required for either judicial review or administrative review or administrative panel review when parental rights have been terminated.	P.L. 96-272	0
660-5-28-.06(2)	Case Review	(2) However, case review continues to be required for all such cases, except when the child has been placed for adoption and the adoptive placement agreement has been signed.	P.L. 96-272	0
660-5-28-.06(2)(a)	Case Review	(a) Judicial Review. If the County Department has a judicial review system that entails the review of the child's case plan at least every six months, then the requirement for case review will be met.	P.L. 96-272	0
660-5-28-.06(2)(a)	Case Review	(a) However, the County Department is required to submit a Report to Court which will assist the court in determining:	P.L. 96-272	0
660-5-28-.06(3)(a)	Dispositional Hearings	(a) Time Frames and Planning Options. In addition to the case review requirements , a dispositional hearing must be provided for each child not later than 18 months after placement and every 2 years thereafter unless the court of jurisdiction determines more often.	P.L. 96-272	0
660-5-28-.06(3)(b)	Dispositional Hearings	(b) Dispositional hearings are not required when:	P.L. 96-272	0
660-5-28-.06(4)(a)	Written Notice to Parents	(a) Another requirement incorporates two of the procedural safeguards needed for the protection of parents' and children's rights.	P.L. 96-272	0

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Rule Citation	Short Description	Regulatory Text	Statutory Authority	# of Discretionary Regulatory Restrictions
660-5-28-.06(4)(b)	Written Notice to Parents	(b) When parental rights have been terminated. Notice to parents is not required when there is a change in the foster care placement.	P.L. 96-272	0
660-5-28-.06(1)	Child's Case Plan	(1) The child's case <u>plan</u> must include the following:	P.L. 96-272	0
660-5-28-.06(1)(b)(3)	Child's Case Plan	3. consistent with the best interests and special needs of the child: to be considered in conjunction with a. and b. above and can take precedence over either or both, but reasons must be documented;	P.L. 96-272	0
660-5-28-.06(2)	Case Review	(2)However, the record must clearly show a review of the case plan for every child in foster care either by court review or administrative review, at least every six months.	P.L. 96-272	0
660-5-28-.06(2)	Case Review	(2)For foster children age 16 and over, the written transitional independent living plan must be reviewed at the six-month's review.	P.L. 96-272	0
660-5-28-.06(2)(b)	Case Review	(b) Administrative Review. If the County Department does not have a judicial review system that entails review of the child's case plan every six months, then an administrative review system must be set up that incorporates review of the child's case plan at least every six months.	P.L. 96-272	0
660-5-28-.06(2)(b)	Case Review	(b) The administrative review must be in accordance with the following guidelines:	P.L. 96-272	0
660-5-28-.06(2)(b)(1)(i)	Case Review	(i) To protect confidentiality of information, the County Department must have a written agreement with panel participants, other than staff of the County Department, court or Group Child-Care facility where the child is residing.	P.L. 96-272	0
660-5-28-.06(2)(b)(1)(i)(I)	Case Review	(I) There must be at least one person on the panel who is not in the direct line of supervision or in the delivery of services to the child or parents.	P.L. 96-272	0
660-5-28-.06(2)(b)(2)	Case Review	2. Written Notice to Parents. The County Department must notify the parents in writing of the date, time, and location of the review at least 2 weeks prior to the review hearing.	P.L. 96-272	0
660-5-28-.06(2)(b)(2)	Case Review	2. The notification must advise the parents that they and the child have the right to be accompanied by a representative of their choice	P.L. 96-272	0

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Rule Citation	Short Description	Regulatory Text	Statutory Authority	# of Discretionary Regulatory Restrictions
660-5-28-.06(3)(a)	Dispositional Hearings	(a) Time Frames and Planning Options. In addition to the case review requirements , a dispositional hearing must be provided for each child not later than 18 months after placement and every 2 years thereafter unless the court of jurisdiction determines more often.	P.L. 96-272	0
660-5-28-.06(3)(b)(1)	Dispositional Hearings	1. If the adoption placement becomes disrupted and the child returns to foster care, dispositional hearings must be resumed.	P.L. 96-272	0
660-5-28-.06(3)(b)(2)	Dispositional Hearings	2. The foster family home or related home must be named.	P.L. 96-272	0
660-5-28-.06(3)(b)(2)	Dispositional Hearings	Children in group homes and child-care institutions must have ongoing dispositional hearings even if they are in planned long-term care in a placement specified in the court order.)	P.L. 96-272	0
660-5-28-.06(2)(b)(1)(ii)	Case Review	(ii) The review shall be open to participation by the parents.	P.L. 96-272	0
660-5-28-.06(2)(b)(3)	Case Review	3. The review shall include:	P.L. 96-272	0
660-5-28-.07(2)	Health Information	(2) Effective April 1, 1990, certain health and education information must be reviewed, updated and given to the foster care provider(s) at the time of each placement for the child.	42 U.S.C. 1397	0
660-5-28-.07(2)	Health Information	(2) To the extent available and accessible, the information must include:	42 U.S.C. 1397	0
660-5-28-.07(3)(a)	Medical Examination	(a) When such examination cannot be made prior to the child's placement, it must be made within 10 days after placement.	42 U.S.C. 1397	0
660-5-28-.07(4)(a)(2)	Medical Services During Placement	2. If a child is eligible for Medicaid, this resource must be used.	42 U.S.C. 1397	0
660-5-28-.07(5)(a)	Authorization for Surgery of Other Medical Treatment	(a) When a child in foster care is in the custody of his parents and in need of surgery or other medical treatment, the parents must give the necessary consent.	42 U.S.C. 1397	0
660-5-28-.07(5)(b)	Authorization for Surgery of Other Medical Treatment	(b) When the County Department has been awarded temporary custody of a child by a court order which does not specify who is authorized to consent for surgery or other medical treatment, the County Department must do one of the following:	42 U.S.C. 1397	0

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660-5-28-.07(7)(f)(2)	Principles Regarding Communication of Children	2. The provider may establish reasonable rules by which a child <u>must</u> abide.	42 U.S.C. 1397	0
660-5-28-.07(7)(f)(3)	Principles Regarding Communication of Children	3. Any restrictions on communication <u>must</u> be discussed with the child, if age appropriate, his parents, and the provider.	42 U.S.C. 1397	0
660-5-28-.07(8)(a)	Telephone Contacts	(a) A child <u>must</u> be afforded reasonable privacy to make and receive telephone calls.	42 U.S.C. 1397	0
660-5-28-.07(8)(e)	Telephone Contacts	(e) Such reimbursement practices <u>must</u> be consistent with those which the provider applies to other children in the home, including the provider's own children.	42 U.S.C. 1397	0
660-5-28-.07(11)(e)	Written Communication	(e) A teenager with a source of income may be <u>required</u> to pay for postage for mail to friends provided the <u>requirement</u> is consistent...	42 U.S.C. 1397	0
660-5-28-.07(15)(b)	Visiting	(b) Visits with parents and other family members <u>may not</u> be used as rewards or punishment.	42 U.S.C. 1397	0
660-5-28-.07(15)(e)(5)(i)	Visiting	(i) When supervision of visits is <u>required</u> , it <u>must</u> be provided in the most normalized, least restrictive manner and setting that provide protection for the child.	42 U.S.C. 1397	0
660-5-28-.07(15)(e)(6)	Visiting	6. If visits with parents are <u>prohibited</u> , the child <u>must</u> be provided alternate opportunities for contact unless <u>restricted</u> ...	42 U.S.C. 1397	0
660-5-28-.07(16)(b)	Financial Procedures	(b) The criteria are: the child <u>must</u> be eligible for Title XX Foster Care Services, as either an AFDC recipient, SSI recipient, or Income Eligible; be in the custody of the Department, or under supervision of the Department; and in addition <u>must</u> meet one or more of the following:	42 U.S.C. 1397	0
0660-5-28-.07(16)(g)	Financial Procedures	(g) ACFC payment <u>must</u> be terminated when a child in foster care becomes 19 years old with the following exceptions:	42 U.S.C. 1397	0
660-5-28-.07(16)(g)(2)	Financial Procedures	2. Payment <u>must</u> be terminated when the child reaches age 21.	42 U.S.C. 1397	0
660-5-28-.07(16)(i)(1)	Financial Procedures	1. In addition, a child <u>must</u> meet all factors of eligibility for AFDC as specified in Title IV-A and IV-E State Plans.	42 U.S.C. 1397	0

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660-5-28-.07(16)(j)(2)	Financial Procedures	2. To be eligible for EAFC, the child <u>must</u> be under the age of 21 and <u>must</u> have resided with a parent or other specified relative (as defined in the AFDC program) at least for one day or night within the last six months.	42 U.S.C. 1397	0
660-5-28-.07(16)(j)(3)	Financial Procedures	3. The family's income (including the child's) <u>must</u> be less than two times the median income per year for a family.	42 U.S.C. 1397	0
660-5-29-.01(1)(a)	Licensing or Approval Requirement	(a) Any person, group of persons or corporation who or which receives for care or placement one or more children unrelated to the operator <u>must</u> apply for a license or approval to operate a foster family home.	Ala. Code §§38-7-1 through -17	0
660-5-29-.01(1)(c)(4)(i)	Boarding Home	(i) A foster family home wherein the foster family receives a child or children and receives payment for their care; provided however, that the number of children so received <u>shall not</u> exceed six, unless said children are of common parentage.	Ala. Code §§38-7-1 through -17	1
660-5-29-.02(4)(c)(4)(VII)	Foster Family Home	(VII) A crime listed in the federal Adoption and Safe Families Act as <u>prohibiting</u> a person from being a foster parent or adoptive parent shall be deemed to make the convicted person unsuitable for employment, volunteer work, approval, or licensure as a foster parent or adoptive parent.	PL 105-89, Ala. Code §§38-7-1 through -17	0
660-5-29-.02(1)	Qualifications Of The Foster Family	(1) The licensing agency will <u>require</u> documentation of and will maintain all qualifications.	Ala. Code §§38-7-1 through -17	1
660-5-29-.02(1)(a)(1)	Qualifications Of The Foster Family	1. Foster parents <u>shall</u> be:	Ala. Code §§38-7-1 through -17	1
660-5-29-.02(1)(b)(1)	Marital Status	1. If living together in a relationship, foster parents <u>shall</u> have been married in a legal ceremony or by common law, as defined by law, and have been in this relationship for at least one year.	Ala. Code §§38-7-1 through -17	1
660-5-29-.02(1)(b)(1)	Marital Status	1. If married applicants are living together, either at the time of application or at any time, both married spouses <u>must</u> be approved as foster parents.	Ala. Code §§38-7-1 through -17	1
660-5-29-.02(1)(b)(2)(i)	Marital Status	(i) Spouses <u>must</u> have lived apart continuously for a minimum of a one (1) year period with no intent to reconcile;	Ala. Code §§38-7-1 through -17	1

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660-5-29-.02(1)(b)(2)(ii)	Marital Status	(ii) The husband and wife <u>shall</u> be maintaining separate households; and	Ala. Code §§38-7-1 through -17	1
660-5-29-.02(1)(b)(2)(iii)	Marital Status	(iii) The separation <u>must</u> be verified by at least three references.	Ala. Code §§38-7-1 through -17	1
660-5-29-.02(1)(c)(1)	Qualifications Of The Foster Family	1. Foster Parents <u>shall</u> be able to:	Ala. Code §§38-7-1 through -17	4
660-5-29-.02(1)(c)(2)	Qualifications Of The Foster Family	2. Foster Parents <u>shall</u> be able to:	Ala. Code §§38-7-1 through -17	3
660-5-29-.02(1)(c)(2)(ii)	Qualifications Of The Foster Family	(ii) Foster parents <u>shall</u> respect the religious beliefs and cultural heritage of foster children, and <u>shall not</u> interfere with the reasonable practice of a foster child's religious beliefs	Ala. Code §§38-7-1 through -17	1
660-5-29-.02(1)(c)(2)(ii)	Qualifications Of The Foster Family	(ii) Foster parents <u>shall not</u> coerce a foster child into participating in religious or ethnic events against the child's will; and	Ala. Code §§38-7-1 through -17	1
660-5-29-.02(1)(c)(2)(iii)	Qualifications Of The Foster Family	(iii) Participants in any planning and delivery of services <u>required</u> for children in care.	Ala. Code §§38-7-1 through -17	0
660-5-29-.02(1)(c)(3)	Qualifications Of The Foster Family	3. Foster parents <u>shall</u> have:	Ala. Code §§38-7-1 through -17	4
660-5-29-.02(1)(d)(1)(i)	Substitute Care	(i) The foster parent <u>shall</u> notify the approving agency of the name, address and telephone number of someone who will provide emergency substitute care prior to leaving the children with substitute caregivers.	Ala. Code §§38-7-1 through -17	1
660-5-29-.02(1)(d)(1)(ii)	Substitute Care	(ii) The foster parent <u>shall</u> notify the approving agency of the name, address and telephone number of any substitute caregiver who will provide emergency substitute care prior to leaving the children with them	Ala. Code §§38-7-1 through -17	1
660-5-29-.02(2)(a)	Training	(a) All foster parent are required:	Ala. Code §§38-7-1 through -17	3
660-5-29-.02(2)(a)(1)	Training	1. Preparation/Training <u>shall</u> consist of the following components:	Ala. Code §§38-7-1 through -17	1

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660-5-29-.02(2)(a)(2)	Training	Foster parents currently approved without GPS preparation at the time of the effective date of these minimum standards shall begin a 30 hour training program no later than nine months from the effective date of these standards.	Ala. Code §§38-7-1 through -17	1
660-5-29-.02(2)(a)(2)	Training	The training shall be completed within three months.	Ala. Code §§38-7-1 through -17	1
660-5-29-.02(3)(a)	Health	(a) Prior to approval, foster parents shall submit required medical information to establish their physical and emotional ability to provide the necessary supervision and guidance to foster children.	Ala. Code §§38-7-1 through -17	1
660-5-29-.02(3)(a)	Health	(a) Foster parents shall :	Ala. Code §§38-7-1 through -17	1
660-5-29-.02(3)(a)(1)	Health	1. ...and a record of the examination shall be on file with the Department or licensed child-placing agency.	Ala. Code §§38-7-1 through -17	0
660-5-29-.02660-5-29-.02(3)(a)(1)	Health	1. A DHR-2092, Medical Report for Out of Home Care Provider for Children (see copy in the Appendix), shall be completed, including the tests specified, and a copy placed in the Provider's file.	Ala. Code §§38-7-1 through -17	0
660-5-29-.02660-5-29-.02(3)(b)	Health	(b) Said person shall not give care to children until the condition is corrected to the satisfaction of the examining licensed practicing physician and the approving agency.	Ala. Code §§38-7-1 through -17	1
660-5-29-.02(4)(a)	Character and Suitability	(a) Applicants/licensees, household members, ... shall be of good moral character.	Ala. Code §§38-7-1 through -17	1
660-5-29-.02(4)(a)	Character and Suitability	(a) Information regarding the character and suitability of applicants for a license and all adult household members shall be reviewed by the Department at the time of the initial application for a license. Subsequent character and suitability reviews shall be conducted at the discretion of the Department.	Ala. Code §§38-7-1 through -17	1
660-5-29-.02(4)(a)	Character and Suitability	(a) Subsequent character and suitability reviews shall be conducted at the discretion of the Department.	Ala. Code §§38-7-1 through -17	1

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660-5-29-.02(4)(b)	Character and Suitability	(b) The applicant/licensee <u>shall</u> conduct a character and suitability review, as set forth below, of substitutes, caregivers, domestic workers, volunteers, and other persons have contact with the children or unsupervised access to the children.	Ala. Code §§38-7-1 through -17	1
660-5-29-.02(4)(c)	Character and Suitability	(c) Factors to be considered in determining character and suitability <u>shall</u> include but need not be limited to:	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12	1
660-5-29-.02(4)(c)(1)(i)	Character and Suitability	(i) At the time of initial application, each applicant for a license and each adult household member <u>shall</u> provide the Department with the names, addresses, and telephone numbers of at least three persons who are unrelated to the applicant or household member by blood, marriage, or adoption.	Ala. Code §§38-7-1 through -17	1
660-5-29-.02(4)(c)(1)(ii)	Character and Suitability	(ii) The applicant/licensee <u>shall</u> obtain at least three written references for each current and prospective caregiver, substitute, domestic worker, volunteer, or other person who has contact with the children or unsupervised access to the children.	Ala. Code §§38-7-1 through -17	1
660-5-29-.02(4)(c)(1)(ii)	Character and Suitability	(ii) Reference contacts <u>shall not</u> be related to the person by blood, marriage, or adoption.	Ala. Code §§38-7-1 through -17	1
660-5-29-.02(4)(c)(1)(ii)	Character and Suitability	(ii) Written references <u>shall</u> be kept on file at the DHR county office or the child placing agency office.)	Ala. Code §§38-7-1 through -17	0
660-5-29-.02(4)(c)(2)(i)	Character and Suitability	(i) At the time of initial application, a completed REQUEST FOR CLEARANCE OF STATE CENTRAL REGISTRY ON CHILD ABUSE/NEGLECT (DHR-DFC-1598) <u>shall</u> be submitted by the applicant and each adult household member.	Ala. Code §§38-7-1 through -17, 26-14-1 through 13	0
660-5-29-.02(4)(c)(2)(i)	Character and Suitability	(i) Results <u>shall</u> be kept in the Department's files.	Ala. Code §§38-7-1 through -17	0
660-5-29-.02(4)(c)(2)(ii)	Character and Suitability	(ii) The applicant <u>shall</u> obtain a completed REQUEST FOR CLEARANCE OF STATE CENTRAL REGISTRY ON CHILD ABUSE/NEGLECT (DHR-	Ala. Code §§38-7-1 through -17,	0

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		DFC-1598) for each caregiver, substitute, volunteer, domestic worker, and any other person who has contact with the children or unsupervised access to the children.	26-14-1 through 13	
660-5-29-.02(4)(c)(2)(ii)	Character and Suitability	(ii) Completed forms <u>shall</u> be submitted to the Department.	Ala. Code §§38-7-1 through -17	1
660-5-29-.02(4)(c)(2)(ii)	Character and Suitability	(ii) Results <u>shall</u> be kept on file at the DHR county office or at the child placing agency.	Ala. Code §§38-7-1 through -17	0
660-5-29-.02(4)(c)(3)(i)	Character and Suitability	(i) In accordance with Alabama law, (Act 2000-775, effective November 1, 2000, (see Appendix), for a copy of the law), the criminal history of each applicant for a license, each licensee, each adult household member, substitute, caregiver, volunteer, and domestic worker, as well as any other person who has contact with the children or unsupervised access to the children <u>shall</u> be reviewed.	Ala. Code §§38-7-1 through -17	0
660-5-29-.02(4)(c)(3)(i)	Character and Suitability	(ii) Each licensee, adult household member, substitute, caregiver, volunteer, domestic worker, as well as any other person who has contact with the children or unsupervised access to the children, licensed, residing in a licensed home, employed, or performing volunteer services prior to November 1, 2000, <u>shall</u> submit, to the Alabama Bureau of Investigation, Department of Public Safety, as instructed by the Department, a request for a criminal history background information check accompanied by the following:	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12	0
660-5-29-.02(4)(c)(3)(ii)(II)	Character and Suitability	(II) A copy <u>shall</u> be submitted to the Department of Human Resources Criminal History Checks Unit.	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12	0
660-5-29-.02(4)(c)(3)(ii)(II)	Character and Suitability	(II) A copy <u>shall</u> kept on file in the DHR county office or the child placing agency.	Ala. Code §§38-7-1 through -17	0
660-5-29-.02(4)(c)(3)(iii)	Character and Suitability	(iii) At the time of initial application, an applicant for a license and each adult household member <u>shall</u> submit, to the Alabama Bureau of	Ala. Code §§38-7-1 through -17,	0

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		Investigation, Department of Public Safety, a request for a criminal history background information check accompanied by the following:	38-13-1 through 38-13-12	
660-5-29-.02(4)(c)(3)(iii)(I)	Character and Suitability	(I) Unless a criminal history background information check report and suitability determination have previously been obtained, you <u>must</u> complete a written request and consent for a criminal history background information check with fingerprints at the time of application for employment.	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12	0
660-5-29-.02(4)(c)(3)(iii)(I)	Character and Suitability	(I) This information <u>shall</u> be used to determine your suitability to provide care to children, the elderly, or disabled individuals.	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12	0
660-5-29-.02(4)(c)(3)(iii)(I)	Character and Suitability	(I) Refusal to complete these documents or providing false information <u>shall</u> result in refusal of employment, approval, or licensure.	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12	0
660-5-29-.02(4)(c)(3)(iii)(I)	Character and Suitability	(I) Convictions for any crimes listed in Section (4), <u>shall</u> make an individual unsuitable for licensure, employment, or volunteer work.	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12	0
660-5-29-.02(4)(c)(3)(iii)(II)	Character and Suitability	(II) The Mandatory Criminal History Check Notice <u>shall</u> include the following criminal history statement:	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12	0
660-5-29-.02(4)(c)(3)(iii)(III)	Character and Suitability	III. The mandatory statement <u>shall</u> be submitted to the Department of Human Resources Criminal History Checks Unit.	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12	0
660-5-29-.02(4)(c)(3)(iii)(III)	Character and Suitability	III. A copy <u>shall</u> be kept on file in the DHR county office or the child-placing agency.	Ala. Code §§38-7-1 through -17	0

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660-5-29-.02(4)(c)(3)(iii)(VII)	Character and Suitability	(VII) A copy of the identification verification <u>shall</u> be kept on file in the DHR county office of the child placing agency.	Ala. Code §§38-7-1 through -17	0
660-5-29-.02(4)(c)(3)(iv)	Character and Suitability	(iv) Each adult household member, substitute, caregiver, and domestic worker, volunteer, and any other person who has contact with the children or unsupervised access to the children, initially employed, moving into a licensed home, or performing volunteer services on or after November 1, 2000, <u>shall</u> submit, to the Alabama Bureau of Investigation Department of Public Safety, a request for a criminal history background information check accompanied by the following:	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12	0
660-5-29-.02(4)(c)(3)(iv)(I)	Character and Suitability	(I) Prior to or on the first day of employment or moving into the home, a statement <u>shall</u> be signed, which includes the mandatory statement above, indicating whether he or she has ever been convicted of a crime, and if so, fully disclosing all convictions	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12	0
660-5-29-.02(4)(c)(3)(iv)(I)	Character and Suitability	(I) The mandatory statement <u>shall</u> be submitted to the Department of Human Resources Criminal History Checks Unit	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12	0
660-5-29-.02(4)(c)(3)(iv)(I)	Character and Suitability	(I) A copy <u>shall</u> be kept on file in the DHR county office or child-placing agency.	Ala. Code §§38-7-1 through -17	0
660-5-29-.02(4)(c)(3)(iv)(II)	Character and Suitability	(II) A substitute, caregiver, volunteer, domestic worker and any other person who has contact with the children or unsupervised access to the children, who fails or refuses to sign the <u>required</u> Mandatory Criminal History Check Notice and complete the questions <u>shall not</u> be employed, or allowed to perform volunteer services.	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12	0
660-5-29-.02(4)(c)(3)(iv)(III)	Character and Suitability	(III) If an adult household member fails or refuses to sign the <u>required</u> Mandatory Criminal History Check Notice and complete the questions, the Department <u>shall</u> revoke or refuse to renew the home's license.	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12	0

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660-5-29-.02(4)(c)(3)(iv)(V)	Character and Suitability	(V) Within five business days of moving into the home, being employed, or beginning volunteer service the following shall be submitted to the Alabama Bureau of Investigation, Department of Public Safety:	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12	0
660-5-29-.02(4)(c)(3)(iv)(V)(II)	Character and Suitability	II. A copy shall be submitted to the Department of Human Resources Criminal History Checks Unit	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12	0
660-5-29-.02(4)(c)(3)(iv)(V)(II)	Character and Suitability	II. A copy shall be kept on file in the DHR county office or the child placing agency.	Ala. Code §§38-7-1 through -17	0
660-5-29-.02(4)(c)(3)(iv)(V)(IV)	Character and Suitability	IV. A copy of the identification verification shall be kept on file in the DHR county office or the child-placing agency.	Ala. Code §§38-7-1 through -17	0
660-5-29-.02(4)(c)(3)(iv)(VI)	Character and Suitability	(VI) When no copy of the fingerprint card is available because of the electronic transmission of live scan fingerprints, written documentation from the individual or law enforcement agency that the fingerprints have been collected and transmitted shall be maintained on file in the home and sent to the Department's Criminal History Check Unit.	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12	0
660-5-29-.02(4)(c)(3)(iv)(VII)	Character and Suitability	(VII) The Department of Public Safety shall conduct a criminal history background information check by name and Social Security number in such cases.	Ala. Code §§38-7-1 through -17	0
660-5-29-.02(4)(c)(3)(iv)(VII)	Character and Suitability	(VII) Documentation or verification that the disability prevents fingerprinting shall be obtained from law enforcement or from an individual trained in fingerprinting techniques and shall be submitted to the Department of Public Safety and the Department of Human Resources.	Ala. Code §§38-7-1 through -17, 26-14-1 through 13	0
660-5-29-.02(4)(c)(3)(v)	Character and Suitability	(v) Criminal history background information checks shall be performed by the Alabama Department of Public Safety	Ala. Code §§38-7-1 through -17	0
660-5-29-.02(4)(c)(3)(v)	Character and Suitability	(v) National criminal history background checks shall be requested by the Department of Public Safety from the Federal Bureau of Investigation	Ala. Code §§38-7-1 through -17	0

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660-5-29-.02(4)(c)(3)(v)	Character and Suitability	(v) Criminal history background reports <u>shall</u> be sent to the Department of Human Resources.	Ala. Code §§38-7-1 through -17	0
660-5-29-.02(4)(c)(3)(vi)	Character and Suitability	(vi) The Department of Human Resources <u>shall</u> review the report and determine whether the applicant or other person meets the suitability <u>requirement</u> based on the criminal history background report.	Ala. Code §§38-7-1 through -17	0
660-5-29-.02(4)(c)(3)(vi)	Character and Suitability	(vi) The Department <u>shall</u> issue a suitability determination and maintain a confidential file on individuals for whom a criminal history background information report or report updates have been received	Ala. Code §§38-7-1 through -17	0
660-5-29-.02(4)(c)(3)(vii)	Character and Suitability	(vii) Upon receipt of a determination of unsuitability, the affected individual <u>shall</u> be terminated from employment or volunteer work in the home.	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12	0
660-5-29-.02(4)(c)(3)(viii)	Character and Suitability	(viii) The Department <u>shall</u> suspend or revoke the license or deny the initial application or the application for renewal if the applicant/licensee, household member or another person in the home receives a determination of unsuitable character.	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12	0
660-5-29-.02(4)(c)(3)(ix)	Character and Suitability	(ix) The Department <u>shall</u> send a copy of the letter determining suitability status to the individual affected and to the licensee of the home.	Ala. Code §§38-7-1 through -17	0
660-5-29-.02(4)(c)(3)(ix)	Character and Suitability	(ix) The affected individual <u>shall</u> show clear and convincing evidence of successful rehabilitation	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12	0
660-5-29-.02(4)(c)(3)(x)	Character and Suitability	(x) The Department <u>shall</u> send a copy of the report received from the Department of Public Safety to the affected individual.	Ala. Code §§38-7-1 through -17	0
660-5-29-.02(4)(c)(3)(x)	Character and Suitability	(x) The affected individual <u>shall</u> have the opportunity to challenge the accuracy of the report.	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12	0

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660-5-29-.02(4)(c)(3)(xi)	Character and Suitability	(xi) If a suitability determination letter is received by the licensee from the Department's Criminal History Check Unit stating an individual is suitable for employment based on the absence of any disqualifying convictions, the licensee shall make his or her own determination regarding employment or volunteer work.	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12	0
660-5-29-.02(4)(c)(3)(xii)	Character and Suitability	(xii) Only one criminal history background check shall be required per individual. If the individual certifies on the Mandatory Criminal History Check Notice statement that a criminal history check has been performed by the Department or by the Department of Education, the Department will issue a determination of suitability based on the criminal history report received.	Ala. Code §§38-7-1 through -17	0
660-5-29-.02(4)(c)(3)(xii)	Character and Suitability	(xii) If the previous report cannot be obtained, a new criminal history check shall be required	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12	0
660-5-29-.02(4)(c)(3)(xiii)	Character and Suitability	(xiii) The licensee shall inform the Department of any criminal convictions and current criminal charges involving the licensee, household members, substitutes, caregivers, domestic workers, and other persons who have contact with the children or unsupervised access to the children, which occur after a license/permit is obtained.	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12	0
660-5-29-.02(4)(c)(3)(xiii)	Character and Suitability	(xiii) Such reports shall be made within 24 hours and followed by a written report within five (5) days.	Ala. Code §§38-7-1 through -17	0
660-5-29-.02(4)(c)(3)(xiii)	Character and Suitability	(xiii) This information shall be kept on file by the Department.	Ala. Code §§38-7-1 through -17	0
660-5-29-.02(4)(c)(4)(i)	Character and Suitability	(i) Convictions for any of the following crimes shall make an applicant/licensee, household member, caregiver, substitute, domestic worker, volunteer, or any other person unsuitable to hold a license/permit or have contact with the children or unsupervised access to children	PL 105-89, Ala. Code §§38-7-1 through -17	0

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660-5-29-.02(4)(c)(4)(i)(VII)	Character and Suitability	(VII) A crime listed in the federal Adoption and Safe Families Act as <u>prohibiting</u> a person from being a foster parent or adoptive parent <u>shall</u> be deemed to make the convicted person unsuitable for employment, volunteer work, approval, or licensure as a foster parent or adoptive parent.	PL 105-89, Ala. Code §§38-7-1 through -17	0
660-5-29-.02(4)(c)(4)(iv)	Character and Suitability	(iv) An application for a license <u>shall</u> be denied or a license or permit <u>shall</u> be suspended or revoked if the applicant/licensee, a household member, substitute, caregiver, domestic worker, volunteer, or any other person who has contact with the children or unsupervised access to the children, is determined to be of unsuitable character to work with children, to have contact with children or to have unsupervised access to children.	Ala. Code §§38-7-1 through -17	1
660-5-29-.03(1)(a)	Physical Facilities	(a) The home and grounds <u>shall</u> be maintained in a clean and safe condition.	Ala. Code §§38-7-1 through -17	1
660-5-29-.03(1)(a)(2)	Physical Facilities	2. The residence <u>shall</u> have a working telephone.	Ala. Code §§38-7-1 through -17	1
660-5-29-.03(1)(a)(2)	Physical Facilities	2. Temporary disruptions of service <u>shall</u> be reported to the approving agency within 24 hours;	Ala. Code §§38-7-1 through -17	0
660-5-29-.03(1)(a)(7)	Physical Facilities	7. If fans are used for ventilation, blades within reach of children <u>shall</u> be clean and enclosed for safety;	Ala. Code §§38-7-1 through -17	1
660-5-29-.03(2)(a)	Bedrooms and Bathrooms	(a) Beds and mattresses <u>shall</u> be of size and quality to allow good sleeping posture	Ala. Code §§38-7-1 through -17	1
660-5-29-.03(2)(a)	Bedrooms and Bathrooms	(a) In addition, if infants will be placed in the home, additional guidelines <u>shall</u> be followed related to baby cribs.	Ala. Code §§38-7-1 through -17	1
660-5-29-.03(2)(a)(1)	Bedrooms and Bathrooms	1. Slats on babies' cribs <u>shall</u> be no further apart than 2 3/8 inches.	16 C.F.R. 1219.1, Ala. Code §§38-7-1 through -17	0
660-5-29-.03(2)(a)(2)	Bedrooms and Bathrooms	2. Mattresses <u>must</u> be waterproof and fit tightly inside cribs, no more than two finger widths between mattress and each end of the bed.	Ala. Code §§38-7-1 through -17	1

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660-5-29-.03(2)(a)(3)	Bedrooms and Bathrooms	3. Cribs and mattresses <u>shall</u> be kept clean and disinfected.	Ala. Code §§38-7-1 through -17	1
660-5-29-.03(2)(b)	Bedrooms and Bathrooms	(b) Separate sleeping rooms <u>shall</u> be provided for children over age 6 who are of the opposite sex.	Ala. Code §§38-7-1 through -17	1
660-5-29-.03(2)(c)	Bedrooms and Bathrooms	(c) An adequate number of bedrooms <u>shall</u> be provided for all persons residing in the home.	Ala. Code §§38-7-1 through -17	1
660-5-29-.03(2)(d)	Bedrooms and Bathrooms	(d) Bedrooms for foster children <u>shall</u> be used only for the child's sleeping, personal time, and study.	Ala. Code §§38-7-1 through -17	1
660-5-29-.03(2)(e)	Bedrooms and Bathrooms	(e) Bedrooms for foster children <u>shall</u> have adequate space for the child's personal belongings.	Ala. Code §§38-7-1 through -17	1
660-5-29-.03(2)(f)	Bedrooms and Bathrooms	(f) Sanitary bathroom facilities that provide privacy <u>shall</u> be available for use by family members and foster children.	Ala. Code §§38-7-1 through -17	1
660-5-29-.03(2)(g)	Bedrooms and Bathrooms	(g) Accommodations <u>shall</u> be available for the special care of sick members of the family and foster children.	Ala. Code §§38-7-1 through -17	1
660-5-29-.03(3)(a)	Safety – General	(a) A fence <u>shall</u> enclose the play area when there are hazards, such as, but not limited to bodies of water and dangerous highways, in the immediate neighborhood that would place a child's health and safety at risk.	Ala. Code §§38-7-1 through -17	1
660-5-29-.03(3)(b)	Safety – General	(b) Chemicals and poisons that include, but are not limited to, pesticides, herbicides and pool chemicals, <u>shall</u> be stored in a locked storage area.	Ala. Code §§38-7-1 through -17	1
660-5-29-.03(3)(c)	Safety – General	(c) There <u>shall</u> be adequate and appropriate facilities for the storage, protection, preparation, and serving of food.	Ala. Code §§38-7-1 through -17	1
660-5-29-.03(3)(d)	Safety – General	(d) There <u>shall</u> be a safe water supply, with water temperature no more than 120 degrees Fahrenheit.	Ala. Code §§38-7-1 through -17	1
660-5-29-.03(3)(e)	Safety – General	(e) Decals at child's eye level <u>shall</u> be placed on all clear glass doors, (e.g., patio doors, storm doors).	Ala. Code §§38-7-1 through -17	1
660-5-29-.03(3)(f)	Safety – General	(f) Handrails within a child's reach <u>shall</u> be placed on all stairs used by children.	Ala. Code §§38-7-1 through -17	1

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660-5-29-.03(3)(g)	Safety – General	(g) All guns/firearms <u>must</u> be unloaded and <u>shall</u> be kept in a locked storage area that is inaccessible to children.	Ala. Code §§38-7-1 through -17	2
660-5-29-.03(3)(h)	Safety – General	(h) All ammunition for guns/firearms <u>shall</u> be kept in a locked storage are that is separate from the guns/firearms and is inaccessible to children..	Ala. Code §§38-7-1 through -17	1
660-5-29-.03(3)(i)	Safety – General	(i) All medications <u>shall</u> be secured in a locked storage area that is inaccessible to children.	Ala. Code §§38-7-1 through -17	1
660-5-29-.03(3)(j)	Safety – General	(j) There <u>shall not</u> be anything that constitutes a hazard on the property.	Ala. Code §§38-7-1 through -17	1
660-5-29-.03(3)(k)	Safety – General	(k) There <u>shall</u> be appropriate safeguards against potential hazards.	Ala. Code §§38-7-1 through -17	1
660-5-29-.03(3)(k)	Safety – General	(k) This includes, but is not limited to, protection for children from heaters with open flames; use of or being near cooking ranges when in use; tools and machinery <u>shall</u> be kept in an area where children cannot get to them or use them without supervision.	Ala. Code §§38-7-1 through -17	1
660-5-29-.03(3)(l)	Safety – General	(l) If toddlers (approximate ages of 1 to 4 years) will be placed in the home, additional guidelines <u>must</u> be followed. They are:	Ala. Code §§38-7-1 through -17	1
660-5-29-.03(3)(l)(1)	Safety – General	1. Protective covers <u>shall</u> be placed over all exposed electrical outlets.	Ala. Code §§38-7-1 through -17	1
660-5-29-.03(3)(l)(1)	Safety – General	1. The covers <u>shall</u> be large enough to prevent swallowing; and	Ala. Code §§38-7-1 through -17	1
660-5-29-.03(4)(a)(1)	Safety - Swimming Pool and Hot Tub	1. Pools <u>shall</u> be maintained in clean and safe condition	Ala. Code §§38-7-1 through -17	1
660-5-29-.03(4)(a)(2)	Safety - Swimming Pool and Hot Tub	2. Foster parents <u>shall</u> develop rules governing pool, hot tub and/or spa use.	Ala. Code §§38-7-1 through -17	1
660-5-29-.03(4)(a)(2)	Safety - Swimming Pool and Hot Tub	2. Rules <u>shall</u> be posted and reviewed with each child.	Ala. Code §§38-7-1 through -17	1

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660-5-29-.03(4)(b)(1)	Safety - Swimming Pool and Hot Tub	1. <u>Shall</u> be enclosed by a fence or a solid wall that has no doors, windows, or other openings	Ala. Code §§38-7-1 through -17	1
660-5-29-.03(4)(b)(1)	Safety - Swimming Pool and Hot Tub	The sides of an above ground pool <u>shall not</u> be considered a fence or wall.	Ala. Code §§38-7-1 through -17	1
660-5-29-.03(4)(b)(1)	Safety - Swimming Pool and Hot Tub	The fence <u>shall</u> be at least four (4) feet in height, with a locking gate.	Ala. Code §§38-7-1 through -17	1
660-5-29-.03(4)(b)(1)	Safety - Swimming Pool and Hot Tub	The gate and all areas of access <u>shall</u> remain locked at all time the pool is not in use.	Ala. Code §§38-7-1 through -17	1
660-5-29-.03(4)(b)(1)(i)	Safety - Swimming Pool and Hot Tub	(i) If children are allowed in the pool area, additional supervision <u>shall</u> be <u>required</u> .	Ala. Code §§38-7-1 through -17	1
660-5-29-.03(4)(b)(1)(i)	Safety - Swimming Pool and Hot Tub	The adult to child ratio <u>shall</u> be:	Ala. Code §§38-7-1 through -17	1
660-5-29-.03(4)(b)(1)(ii)	Safety - Swimming Pool and Hot Tub	(ii) Direct supervision by a person age 16 or older certified in First Aid/CPR, including Pediatric CPR, and certified in water safety <u>shall</u> be <u>required</u> at all times when children are using swimming pools or playing in the fenced in area.	Ala. Code §§38-7-1 through -17	1
660-5-29-.03(4)(b)(1)(iii)	Safety - Swimming Pool and Hot Tub	(iii) The pool <u>shall</u> be maintained in a clean and safe condition.	Ala. Code §§38-7-1 through -17	1
660-5-29-.03(4)(b)(2)	Safety - Swimming Pool and Hot Tub	2. <u>Shall</u> be equipped with a ring buoy, rescue tube, or other appropriate flotation device with an attached rope of sufficient length to cover the pool;	Ala. Code §§38-7-1 through -17	1
660-5-29-.03(4)(b)(3)	Safety - Swimming Pool and Hot Tub	3. <u>Shall</u> have depth markers, lifelines, ladders or steps in the deep and shallow ends;	Ala. Code §§38-7-1 through -17	1
660-5-29-.03(4)(b)(4)	Safety - Swimming Pool and Hot Tub	4. <u>Shall</u> have the steps or ladders removed on above ground pool when the pool is not in use;	Ala. Code §§38-7-1 through -17	1
660-5-29-.03(4)(c)(1)	Safety - Swimming Pool and Hot Tub	1. When wading pools are being used, there <u>shall</u> be continuous supervision at all times by an adult;	Ala. Code §§38-7-1 through -17	1

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660-5-29-.03(4)(c)(2)	Safety - Swimming Pool and Hot Tub	2. Wading pools <u>shall</u> be filled with clean water prior to each use and <u>shall</u> be emptied when not in use.	Ala. Code §§38-7-1 through -17	2
660-5-29-.03(4)(d)(1)	Safety - Swimming Pool and Hot Tub	1. Hot tubs and spas that are not emptied after each use <u>shall</u> have a safety cover that is locked when not in use;	Ala. Code §§38-7-1 through -17	1
660-5-29-.03(4)(d)(2)	Safety - Swimming Pool and Hot Tub	2. Hot tubs and spas used by foster children <u>shall</u> be operated at a water temperature not exceeding 104 degrees Fahrenheit;	Ala. Code §§38-7-1 through -17	1
660-5-29-.03(4)(d)(3)	Safety - Swimming Pool and Hot Tub	3. The maximum continuous time foster children <u>shall</u> be allowed in a hot tub or a spa is 15 minutes, to be monitored by clocks or timers; and	Ala. Code §§38-7-1 through -17	1
660-5-29-.03(4)(d)(4)	Safety - Swimming Pool and Hot Tub	4. Persons who suffer from any medical conditions that may be adversely affected by use of a hot tub or spa, including, but not limited to, heart conditions, diabetes, or high blood pressure, <u>shall not</u> use the spa without a doctor's written consent.	Ala. Code §§38-7-1 through -17	1
660-5-29-.03(5)(a)	Safety - Health and Fire	(a) All maintenance that is <u>required</u> for foster family home to be in compliance with health and fire safety standards <u>shall</u> be the responsibility of the foster parent(s).	Ala. Code §§38-7-1 through -17, §§36-19-1 through 36-19-32	0
660-5-29-.03(5)(b)	Safety - Health and Fire	(b) Inspections by the State or local health department <u>shall</u> be <u>required</u> as determined necessary by the Department of Human Resources, the licensed child-placing agency, or the foster parents.	Ala. Code §§38-7-1 through -17	0
660-5-29-.03(5)(c)	Safety - Health and Fire	(c) Inspections by the State Fire Marshal's Office or local fire department <u>shall</u> be <u>required</u> as determined necessary by the Department, the licensed child-placing agency, or the foster parent(s).	Ala. Code §§38-7-1 through -17, §§36-19-1 through 36-19-32	0
660-5-29-.03(5)(d)	Safety - Health and Fire	(d) Smoke alarms, powered by the building electrical system or battery powered, <u>shall</u> be installed and maintained in working order and <u>shall</u> be located in the following areas:	Ala. Code §§38-7-1 through -17	1
660-5-29-.03(5)(d)(1)	Safety - Health and Fire	1. Alarms <u>shall</u> be no more than 30 feet apart in hallways outside sleeping rooms.	Ala. Code §§38-7-1 through -17	1

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660-5-29-.03(5)(e)	Safety - Health and Fire	(e) A 2A-10BC dry chemical fire extinguisher no less than 5 pounds in weight, shall be installed and maintained in operating condition, in an accessible place, in plain view near room exits which provide an escape route.	Ala. Code §§38-7-1 through -17	1
660-5-29-.03(5)(f)	Safety - Health and Fire	(f) No stove or combustion heater shall be so located as to block escape if a fire occurs from malfunctioning of the stove or heater;	Ala. Code §§38-7-1 through -17	1
660-5-29-.03(5)(g)	Safety - Health and Fire	(g) Each bedroom shall have a window through which a child can exit in the event of a fire that blocks exit through the door	Ala. Code §§38-7-1 through -17	1
660-5-29-.03(5)(g)	Safety - Health and Fire	(g). If the bedroom is on an upper floor, a ladder that can be used for exit through the window shall be supplied in the bedroom;	Ala. Code §§38-7-1 through -17	1
660-5-29-.03(5)(h)	Safety - Health and Fire	(h) The home shall be free of dangers which constitute an obvious fire hazard, such as faulty electrical cords, overloaded electrical sockets or an accumulation of papers, paint or other flammable material stored in the home.	Ala. Code §§38-7-1 through -17	1
660-5-29-.03(5)(i)	Safety - Health and Fire	(i) Unvented fuel fire space heaters shall not be used unless listed in the Building and Fire codes and have been inspected by a person/official knowledgeable and trained in examining the proper function of unvented fuel fire space heaters.	Ala. Code §§38-7-1 through -17, §§36-19-1 through 36-19-32	0
660-5-29-.03(5)(i)	Safety - Health and Fire	These heaters must comply with the provisions of the NFPA 54 (Fuel Gas Codes) and be equipped with oxygen depletion safety devices.	Ala. Code §§38-7-1 through -17, , §§36-19-1 through 36-19-32	0
660-5-29-.03(5)(i)	Safety - Health and Fire	Unvented fuel fire space heaters are prohibited in bedrooms and bathrooms.	Ala. Code §§38-7-1 through -17	1
660-5-29-.03(5)(i)	Safety - Health and Fire	Any home with an unvented fuel fire space heater in the bedroom or bathroom must have the heater disconnected and/or removed from the bedroom or bathroom.	Ala. Code §§38-7-1 through -17	1

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660-5-29-.03(5)(i)	Safety - Health and Fire	Unvented fuel fire space heaters <u>may not</u> be used in manufactured homes, unless the heater has been manufactured for use in a manufactured home and is so listed.	Ala. Code §§38-7-1 through -17, §9-17-122	0
660-5-29-.03(5)(j)	Safety - Health and Fire	(j) All mobile homes <u>shall</u> conform to the National Mobile Home Construction and Safety Standard Act of 1974	42 U.S.C.A. § 5401 through 5426, Ala. Code §§38-7-1 through -17	0
660-5-29-.03(5)(j)	Safety - Health and Fire	(j) Mobile homes <u>shall</u> comply with anchoring and tie-down <u>requirements</u> as specified by Code of Ala. 1975, §§24-5-30 through 24-5-34.	42 U.S.C.A. § 5401 through 5426, Ala. Code §§38-7-1 through -17, §§24-5-30 through 24-5-34,	0
660-5-29-.03(5)(j)	Safety - Health and Fire	(j) Foster family home parents <u>shall</u> provide documentation from installer that <u>requirements</u> are met.	42 U.S.C.A. § 5401 through 5426, Ala. Code §§38-7-1 through -17, §§24-5-30 through 24-5-34, §§36-19-1 through 36-19-32	0
660-5-29-.03(6)(a)	Emergency Plan	(a) Each home <u>shall</u> develop a fire evacuation plan and a plan to be implemented in the threat of a natural disaster (such as a tornado warning).	Ala. Code §§38-7-1 through -17, §§36-19-1 through 36-19-32	0
660-5-29-.03(6)(a)	Emergency Plan	(a) The foster parents <u>shall</u> assure that, consistent with their ability to comprehend, foster children understand the plan.	Ala. Code §§38-7-1 through -17	1

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660-5-29-.03(6)(a)(7)(i)	Cleanliness	(i) The licensee shall maintain a list of names and telephone numbers, posted by the telephone for emergency situations.	Ala. Code §§38-7-1 through -17	1
660-5-29-.03(6)(a)(7)(i)	Cleanliness	(i) The list shall include the name and telephone number of each child's parent(s)/guardian(s) (if applicable), each child's doctor, law enforcement, fire department, hospital, poison control, Department of Human Resources, caregivers, and substitutes.	Ala. Code §§38-7-1 through -17	1
660-5-29-.03(6)(a)(7)(ii)	Cleanliness	(ii) A plan for the evacuation and care of the children in case of fire, tornado, serious accident or injury, or power failure shall be established and posted in a conspicuous place in the home.	Ala. Code §§38-7-1 through -17	1
660-5-29-.03(6)(a)(7)(ii)	Cleanliness	(ii) A written statement, signed by each substitute and caregiver, verifying that he/she has been informed of emergency procedures shall be on file in the home.	Ala. Code §§38-7-1 through -17	1
660-5-29-.03(6)(a)(7)(iii)	Cleanliness	(iii) The licensee and each caregiver shall have current Infant-Child Cardiopulmonary Resuscitation Certificate (CPR) from the American Red Cross, the American Heart Association or the National Safety Council and a current First Aid Certificate.	Ala. Code §§38-7-1 through -17	1
660-5-29-.03(6)(a)(7)(iii)	Cleanliness	(iii) Copies of the certificates shall be on file in the home.	Ala. Code §§38-7-1 through -17	1
660-5-29-.03(6)(a)(7)(iv)	Cleanliness	(iv) The licensee shall post the Poison Control Center's toll free number on or near the telephone.	Ala. Code §§38-7-1 through -17	1
660-5-29-.03(6)(a)(7)(iv)	Cleanliness	(iv) When a child is suspected to have swallowed a toxic substance, the licensee shall immediately contact the poison control center	Ala. Code §§38-7-1 through -17	1
660-5-29-.03(6)(a)(7)(iv)	Cleanliness	(iv) Documentation of the poison control center's instructions shall be placed in the child's file with the date, time, and details of the incident	Ala. Code §§38-7-1 through -17	1
660-5-29-.03(7)(a)(1)	Cleanliness	1. The house shall be clean overall;	Ala. Code §§38-7-1 through -17	1
660-5-29-.03(7)(a)(2)	Cleanliness	2. The house shall be maintained so as to prevent and/or eliminate rodent and insect infestation	Ala. Code §§38-7-1 through -17	1

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660-5-29-.03(7)(a)(3)	Cleanliness	3. Outside garbage and trash <u>shall</u> be stored in containers with lids;	Ala. Code §§38-7-1 through -17	1
660-5-29-.03(7)(a)(4)	Cleanliness	4. Garbage and trash <u>shall</u> be removed at intervals to avoid creating a nuisance or menace to health.	Ala. Code §§38-7-1 through -17	1
660-5-29-.03(7)(b)(1)	Cleanliness	1. An animal <u>shall not</u> be kept if the animal has shown aggressive behavior.	Ala. Code §§38-7-1 through -17	1
660-5-29-.03(7)(b)(2)	Cleanliness	2. Animals <u>shall</u> have an annual certificate of rabies vaccination on file in the home if <u>required</u> by law to be vaccinated.	Ala. Code §§38-7-1 through -17, §§3-7a-1 through 3-7a-16	0
660-5-29-.03(7)(b)(3)	Cleanliness	3. An animal that is not aggressive but could pose a threat to the health and safety of children such as, but not limited to lizards, snakes and turtles, <u>shall</u> be routinely confined (e.g., a cage or an aquarium) in an appropriate container.	Ala. Code §§38-7-1 through -17	1
660-5-29-.04(1)(a)(1)	Medical and Dental	1. Foster parents <u>shall</u> participate in planning to meet the medical and dental needs of child(ren) in custody.	Ala. Code §§38-7-1 through -17	1
660-5-29-.04(1)(a)(1)	Medical and Dental	1. This <u>shall</u> be coordinated with agencies who have planning and/or custodial responsibilities.	Ala. Code §§38-7-1 through -17	0
660-5-29-.04(1)(a)(1)(i)	Medical and Dental	(i) A thorough physical examination by a licensed practicing medical doctor, a physician's assistant, certified nurse practitioner, or <u>shall</u> have benefit of a medical screening or assessment (e.g., EPSDT) within ten days after admission (unless such examination has been received within three months prior to being received into a foster family home) and annually thereafter;	Ala. Code §§38-7-1 through -17	1
660-5-29-.04(1)(a)(1)(iv)	Medical and Dental	(iv) A log <u>shall</u> be kept of medication administration.	Ala. Code §§38-7-1 through -17	1
660-5-29-.04(1)(a)(1)(iv)	Medical and Dental	(iv) The log <u>shall</u> include, but not be limited to, a record of the child's name, the prescribing physician, the name of the medication, the amount	Ala. Code §§38-7-1 through -17	0

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		and frequency prescribed, and the date, time and amount of each dose given.		
660-5-29-.04(1)(b)(1)	Diet	1. Daily diets <u>shall</u> be wholesome, nutritious and properly prepared;	Ala. Code §§38-7-1 through -17	1
660-5-29-.04(1)(b)(2)	Diet	2. Special diets <u>shall</u> be followed as prescribed or recommended by a physician;	Ala. Code §§38-7-1 through -17	1
660-5-29-.04(1)(b)(3)	Diet	3. Infants <u>shall</u> be fed according to their doctor's recommendation;	Ala. Code §§38-7-1 through -17	1
660-5-29-.04(1)(b)(4)	Diet	4. Food <u>shall</u> be served in a manner that is safe and appropriate for the age and development of the child.	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0
660-5-29-.04(1)(c)(1)	Personal Hygiene	1. Hygiene practices <u>shall</u> be followed to prevent the spread of disease from person to person or from animal to person;	Ala. Code §§38-7-1 through -17	1
660-5-29-.04(1)(c)(2)	Personal Hygiene	2. Individual items such as towels, washcloths, toothbrushes and other toiletries <u>shall</u> be provided for each child according to their individual needs.	Ala. Code §§38-7-1 through -17	1
660-5-29-.04(1)(d)(1)	Transportation	1. Appropriately sized safety helmets <u>shall</u> be worn when using recreational vehicles such as bicycles, go carts, ATV's, etc.	Ala. Code §§38-7-1 through -17	1
660-5-29-.04(1)(d)(2)	Transportation	2. Seat belts or a child passenger restraint system as prescribed by law are <u>required</u> for the driver and each passenger	Ala. Code §§38-7-1 through -17, Ala. Code 32-5b-1 through 32-5b-8	0
660-5-29-.04(1)(e)(1)	Clothing	1. Foster parents <u>shall</u> :	Ala. Code §§38-7-1 through -17	4
660-5-29-.04(1)(f)(1)	Rest	1. Children <u>shall</u> be provided an opportunity for uninterrupted sleep according to their individual needs.	Ala. Code §§38-7-1 through -17	1

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660-5-29-.04(1)(f)(2)	Rest	2. Children <u>shall not</u> sleep with adults;	Ala. Code §§38-7-1 through -17	1
660-5-29-.04(1)(f)(3)	Rest	3. Each child <u>shall</u> have a separate bed;	Ala. Code §§38-7-1 through -17	1
660-5-29-.04(1)(f)(4)	Rest	4. If infants will be placed in the home, these additional guidelines <u>must</u> be followed:	Ala. Code §§38-7-1 through -17	2
660-5-29-.04(1)(f)(4)(i)	Rest	(i) Clean, tight-fitting crib sheets <u>shall</u> be provided as frequently as needed.	Ala. Code §§38-7-1 through -17	1
660-5-29-.04(1)(f)(4)(ii)	Rest	(ii) An infant <u>shall</u> sleep alone in a crib until age 18 months.	Ala. Code §§38-7-1 through -17	1
660-5-29-.04(2)(a)(1)	Discipline and Punishment	1. Foster parents <u>shall</u> :	Ala. Code §§38-7-1 through -17	3
660-5-29-.04(2)(a)(1)(ii)(VI)	Discipline and Punishment	(VI) All material with sexually explicit, frightening or violent content <u>shall</u> be inaccessible to children.	Ala. Code §§38-7-1 through -17	1
660-5-29-.04(2)(a)(1)(ii)(VII)	Examination and Investigation of Application	(VII) Administer any discipline <u>required</u> , assuring that it is fair, consistent, brief, related and in proportion to the offense, and in accordance with stated rules and regulations in the foster home	Ala. Code §§38-7-1 through -17	0
660-5-29-.04(2)(a)(1)(ii)(VII)	Discipline and Punishment	(VII) For homes who serve DHR children, discipline <u>shall</u> be consistent with Behavior Management policy, and as directed in the ISP.	Ala. Code §§38-7-1 through -17	1
660-5-29-.04(2)(a)(1)(iii)	Discipline and Punishment	(iii) Foster Parents <u>shall not</u> use harsh and humiliating punishment, corporal punishment, physical abuse, emotional abuse, verbal abuse or derogatory remarks about a child or his/her family.	Ala. Code §§38-7-1 through -17	1
660-5-29-.04(2)(b)(1)	Visiting/Telephone and Mail Contacts	1. Family connections <u>shall</u> be encouraged and maintained;	Ala. Code §§38-7-1 through -17	1
660-5-29-.04(2)(b)(2)	Visiting/Telephone and Mail Contacts	2. Foster parents <u>shall</u> allow visitation rights and telephone and mail contacts of the family and child unless specific, definable and documented reasons to the contrary have been established;	Ala. Code §§38-7-1 through -17	1

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660-5-29-.04(2)(b)(3)	Visiting/ Telephone and Mail Contacts	3. The approval of the agency with planning responsibility <u>shall</u> be obtained before all visits of the children outside of the State, and visits within the State in excess of three days.	Ala. Code §§38-7-1 through -17	1
660-5-29-.04(2)(d)(1)	Recreation	1. Positive community contacts <u>shall</u> be provided, e.g., church, civic groups, and YMCAs;	Ala. Code §§38-7-1 through -17	1
660-5-29-.04(2)(d)(2)	Recreation	2. Provision <u>shall</u> be made for adequate playtime, both indoor and out;	Ala. Code §§38-7-1 through -17	1
660-5-29-.04(2)(d)(3)	Recreation	3. Children <u>shall</u> be allowed an opportunity to exercise some free choices of activities.	Ala. Code §§38-7-1 through -17	1
660-5-29-.05(1)	Foster Family Homes Serving Minor Expectant Mothers	(1) The general <u>requirements</u> which pertain to the care of children prescribed under other sections of this document <u>shall</u> be followed in all applicable respects and, in addition, there <u>shall</u> be compliance with the following special regulations pertaining to the care of minor expectant mothers.	Ala. Code §§38-7-1 through -17	2
660-5-29-.05(1)(b)(1)	Foster Family Homes Serving Minor Expectant Mothers	1. The foster parent(s) <u>shall</u> :	Ala. Code §§38-7-1 through -17	2
660-5-29-.05(1)(c)(1)	Foster Family Homes Serving Minor Expectant Mothers	1. Girls who wish to place their children for adoption or in a foster family home <u>shall</u> be referred to the Department of Human Resources or to a child-placing agency.	Ala. Code §§38-7-1 through -17	1
660-5-29-.06(1)	Provider Requirements	(1) The general <u>requirements</u> which pertain to the care of children prescribed under other sections of this document <u>shall</u> be followed in all applicable respects and,	Ala. Code §§38-7-1 through -17	1
660-5-29-.06(1)	Provider Requirements	in addition, there <u>shall</u> be compliance with the following special regulations pertaining to the care of medically fragile children:	Ala. Code §§38-7-1 through -17	3
660-5-29-.07(1)(a)	Application and Procedure for Approval	(a) <u>Required</u> submissions and agreements	Ala. Code §§38-7-1 through -17	7

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660-5-29-.07(1)(a)(2)	Application and Procedure for Approval	2. This form <u>must</u> be completed within six months prior to the approval of the foster family home;	Ala. Code §§38-7-1 through -17	1
660-5-29-.07(1)(a)(3)	Application and Procedure for Approval	3. This statement <u>shall</u> be dated within six (6) months prior to the approval date of the foster family home.	Ala. Code §§38-7-1 through -17	1
660-5-29-.07(1)(b)	Reference Requirements	(b) Reference <u>Requirements</u> .	Ala. Code §§38-7-1 through -17	1
660-5-29-.07(1)(b)(1)	Reference Requirements	1. Applicants, adult household members and adult persons regularly visiting overnight <u>shall</u> provide to the approving agency the names, addresses and telephone numbers of at least three persons to serve as references.	Ala. Code §§38-7-1 through -17	1
660-5-29-.07(1)(b)(1)	Reference Requirements	1. The references <u>shall</u> meet the following <u>requirements</u> below:	Ala. Code §§38-7-1 through -17	3
660-5-29-.07(2)(a)	Examination and Investigation of Application	(a) The following activities are <u>required</u> during the review of the application:	Ala. Code §§38-7-1 through -17	4
660-5-29-.07(2)(a)(2)	Examination and Investigation of Application	2.. The assessment <u>shall</u> include, but not be limited to, interviews with foster family members, household members and references to determine compliance with regulations set forth in the Minimum Standards for Foster Family Homes;	Ala. Code §§38-7-1 through -17	1
660-5-29-.07(2)(a)(3)	Examination and Investigation of Application	3. The application <u>shall not</u> be approved if the individual makes false or misleading statements to the approving agency regarding incidents or events occurring while on the job or surrounding part of any child abuse or neglect investigation conducted by the Department, law enforcement or other government officials.	Ala. Code §§38-7-1 through -17	1
660-5-29-.07(2)(a)(4)	Examination and Investigation of Application	4. If an applicant is an initial applicant, he or she <u>must</u> successfully complete an approved Foster Parent preparation process.	Ala. Code §§38-7-1 through -17	1
660-5-29-.07(2)(a)(4)	Examination and Investigation of Application	4. However, if the applicant is applying for a renewal, he or she <u>must</u> attend in-service training.	Ala. Code §§38-7-1 through -17	1

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660-5-29-.07(3)(a)	Disposition of the Initial Application	(a) Dual approvals <u>require</u> both an application for foster family homes and an adoption application.	Ala. Code §§38-7-1 through -17	1
660-5-29-.07(3)(a)(1)	Disposition of the Initial Application	1. The approval for a foster family home <u>shall</u> be valid for one (1) year after the date of approval unless revoked or voluntarily surrendered.	Ala. Code §§38-7-1 through -17	0
660-5-29-.07(3)(a)(1)	Disposition of the Initial Application	1. The family <u>shall</u> be provided written notice of approval with one of the following forms:	Ala. Code §§38-7-1 through -17	0
660-5-29-.07(3)(a)(1)(i)	Disposition of the Initial Application	(i) Foster Family Home Approval (DHE-DFC-614 (10-84), Rev. 3/87) <u>shall</u> be issued by the Department of Human Resources	Ala. Code §§38-7-1 through -17	0
660-5-29-.07(3)(b)(1)	Disposition of the Initial Application	1. The approving agency <u>shall</u> issue a written notice of denial when minimum standards for the operation of a foster family home have not been met.	Ala. Code §§38-7-1 through -17	0
660-5-29-.07(4)(a)	Renewal of an Foster Family Homes Approval	(a) The foster parents <u>shall</u> submit the following for renewal of an approval;	Ala. Code §§38-7-1 through -17	1
660-5-29-.07(4)(a)(2)	Renewal of an Foster Family Homes Approval	2. If a foster parent makes an application for renewal prior to the expiration of the current application, the approval <u>shall</u> continue in effect until notice action is taken by the approving agency.	Ala. Code §§38-7-1 through -17	0
660-5-29-.07(4)(b)	Renewal of an Foster Family Homes Approval	(b) The approving agency <u>shall</u> :	Ala. Code §§38-7-1 through -17	0
660-5-29-.07(4)(b)(1)	Renewal of an Foster Family Homes Approval	1. The foster family home will assist in the study as <u>required</u> .	Ala. Code §§38-7-1 through -17	1
660-5-29-.07(5)(a)	Revocation of an Approval	(a) An approval <u>shall</u> be revoked or not renewed if the foster parents:	Ala. Code §§38-7-1 through -17	1
660-5-29-.07(5)(a)(5)	Revocation of an Approval	5. Refuse to submit or make available to the approving agency any reports or records <u>required</u> to complete the approval process.	Ala. Code §§38-7-1 through -17	1
660-5-29-.07(5)(a)(5)	Revocation of an Approval	5. However, the approving agency <u>shall</u> make written demand on the person, firm or corporation operating the facility and <u>shall</u> allow ten (10) days for submission of such report or reports;	Ala. Code §§38-7-1 through -17	0

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660-5-29-.07(6)(b)	Conditions Of An Approval	(b) Foster Family Homes approved to serve children <u>shall not</u> be approved to serve adults without special approval by approving agency.	Ala. Code §§38-7-1 through -17	1
660-5-29-.07(6)(c)	Conditions Of An Approval	(c) The number of children received in foster family home care <u>shall not</u> exceed the number specified on the approval.	Ala. Code §§38-7-1 through -17	1
660-5-29-.07(6)(d)	Conditions Of An Approval	(d) Foster family home <u>shall</u> be approved for no more than six-(6) foster children unless the children are siblings.	Ala. Code §§38-7-1 through -17	1
660-5-29-.07(6)(d)	Conditions Of An Approval	(d) No more than two-(2) of the six-(6) children <u>shall</u> be under the age of twenty four-(24) months unless they are siblings.	Ala. Code §§38-7-1 through -17	1
660-5-29-.07(6)(e)	Conditions Of An Approval	(e) Supervisory visits to the approved foster family home <u>shall</u> be made by the approving agency as often as necessary to assure the well-being of the foster child or children, the maintenance of the prescribed regulations and to provide consultative services.	Ala. Code §§38-7-1 through -17	1
660-5-29-.07(6)(f)	Conditions Of An Approval	(f) The approving agency has the right to, and <u>shall</u> be afforded reasonable opportunity to, inspect any prospective or approved foster family home.	Ala. Code §§38-7-1 through -17	1
660-5-29-.07(6)(f)	Conditions Of An Approval	(f) Such inspection <u>shall</u> be made at any reasonable time, without prior notice.	Ala. Code §§38-7-1 through -17	0
660-5-33-.02(2)	Eligibility Requirements	(a) The child <u>must</u> not have reached his/her twenty-first birthday and <u>must</u> have resided with a parent or other relative at some time within the six months prior to the application date.	42 U.S.C. 606	0
660-5-33-.02(2)(a)1	Eligibility Requirements	1. "At some time" means that the child must have resided at least one day or night with a parent or other relative within the last six months prior to the application.	42 U.S.C. 606	0
660-5-33-.02(2)(b)	Eligibility Requirements	(b) An emergency must exist as defined below:	42 U.S.C. 606	0
660-5-33-.02(2)(c)	Eligibility Requirements	(c) The emergency must not have arisen because of an adult family member's refusal to accept employment without good cause.	42 U.S.C. 606	0
660-5-33-.02(2)(d)	Eligibility Requirements	(d) The family's income must be less than two time the median income per year for a family.	42 U.S.C. 606	0

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660-5-34-.08(1)	Adoption Legal Process	(1) All persons allegedly responsible for abuse/neglect with substantiated (i.e., indicated) CA/N dispositions must be given an opportunity to disagree with the Department's findings through either a CA/N hearing or an administrative record review.	Ala. Code §§ 26-10A-1 through -38	0
660-5-34-.08(2)	Adoption Legal Process	(2) Any person who is approved, licensed, or certified to care for children; and any person who is employed (i.e., professional, nonprofessional, contract) by, serves as a volunteer for, or is connected with (e.g., students completing an educational practicum, board members) any facility, agency, or home which cares for and controls any children and the facility is licensed, approved, or certified by the state; operated as a state facility; or is any public, private, or religious facility or agency that may be exempt from licensing procedures must be offered a CA/N hearing when they have been identified as the person allegedly responsible for abuse/neglect and the preliminary CA/N disposition is "indicated."	Ala. Code §§ 26-10A-1 through -38	0
660-5-34-.08(2)	Adoption Legal Process	These individuals must be offered a hearing even if they were reported to have abused/neglected their own children.	Ala. Code §§ 26-10A-1 through -38	0
660-5-34-.08(3)	Adoption Legal Process	(3) Any person allegedly responsible for abuse/neglect who has a preliminary "indicated" disposition and is not entitled to a CA/N hearing must be offered an administrative record review.	Ala. Code §§ 26-10A-1 through -38	0
660-5-34-.08(3)(a)	Adoption Legal Process	(a) Except where written consent or a release is obtained, written notification of an opportunity for a child abuse/neglect hearing or administrative record review must be given to the person allegedly responsible for abuse/neglect before releasing information from reports to employers, prospective employers, or licensing/certifying agencies or groups in out-of-home care settings as described in 660-5-34-.05 and under the following circumstances:	Ala. Code §§ 26-10A-1 through -38	0

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660-5-34-.08(4)	Adoption Legal Process	(4) The person allegedly responsible for abuse/neglect is given ten (10) departmental working days from the receipt of the notification to request a hearing or administrative record review. That request must be in writing, and if no such request is received in the Department's office within ten (10) working days, the person's opportunity for a hearing or record review is considered to be waived.	Ala. Code §§ 26-10A-1 through -38	0
660-5-34-.08(6)	Adoption Legal Process	(6) A child abuse/neglect hearing is an internal investigatory hearing that is fact finding in nature and designed to elicit the facts in an atmosphere that allows the person responsible for the abuse/neglect to contest the evidence presented against him. The following hearing procedures shall apply:	Ala. Code §§ 26-10A-1 through -38	0
660-5-34-.08(6)(a)	Adoption Legal Process	(a) Except as indicated below, the hearing procedures outlined in Chapter 660-1-5 shall apply to child abuse/neglect hearings.	Ala. Code §§ 26-10A-1 through -38	0
660-5-34-.08(6)(b)	Adoption Legal Process	(b) The State Department of Human Resources shall conduct a hearing to determine by a preponderance of credible evidence that the child has been abused or neglected. Credible evidence means that the available facts, when viewed in light of surrounding circumstances, would cause a reasonable person to believe that the person alleged to be responsible was responsible for the abuse/neglect.	Ala. Code §§ 26-10A-1 through -38	0
660-5-34-.08(6)(n)(1)	Due Process	1. To be provided a short and plain written statement of the matters asserted which will be presented at the hearing. The request must be made prior to the date set for the hearing to be timely.	Ala. Code § 26-14-7.1(9)	1
660-5-34-.08(6)(n)(2)	Due Process	2. To review and copy, at cost, any written or recorded statement made by the person allegedly responsible to Department personnel in the course of the child abuse/neglect CA/N assessment. The request must be made prior to the date set for the hearing to be timely.	Ala. Code § 26-14-7.1	0
660-5-34-.08(6)(n)(4)	Due Process	Such a request must be made at least five working days prior to the date set for the hearing to be timely.	Ala. Code § 26-14-7.1(9)	0

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660-5-34-.09(5)(i)	Child Abuse/Neglect Central Registry	The person allegedly responsible for abuse/neglect <u>must</u> submit a written request for the expungement.	42 U.S.C. §§5101-5107	1
660-5-34-.09(5)(j)(3)	Child Abuse/Neglect Central Registry	3. the written request must include a court order or DHR must receive written verification or dismissal after jeopardy attaches or acquittal from the District Attorney.	42 U.S.C. §§5101-5107	1
660-5-35-.05(1)(a)	Children From Alabama Placed In Other States	(a) Child care facilities that are licensed as a child-placing agency and that hold custody of a child <u>shall</u> act as the sending agency and follow Compact procedures when making placement requests with relatives in another state.	42 U.S.C. §5119	0
660-5-35-.05(1)(b)	Children From Alabama Placed In Other States	(b) Child care facilities that are not licensed as a child-placing agency and that hold custody of a child <u>shall</u> submit requests for relative placements to the DHR in the county where the custody order was entered.	42 U.S.C. §5119	0
660-5-35-.06(5)	Children From Other States Placed In Alabama	(5) The completed foster home study <u>shall</u> be submitted to State Department of Human Resources Interstate Compact Placement Office for review and a joint decision regarding placement is made between the State Department of Human Resources ICPC Office and the county department. SDHR will submit a recommendation for placement to the sending state.	42 U.S.C. §5119	0
660-5-35-.08(3)	Interstate Placement In Group Homes, Child Care Institutions, And Residential Treatment Facilities	The group home, child care institution or residential treatment facility <u>must</u> be in compliance with Title VI of the Civil Rights Act of 1964 for SDHR to accept the referral.	Title VI of the Civil Rights Act of 1964	0
660-5-35-.08(3)(a)	Interstate Placement In Group Homes, Child Care Institutions, And Residential Treatment Facilities	(a) If a group home, child care institution or residential treatment facility receives a referral directly from another state, the home or facility <u>must</u> provide the referral source with written notice of interstate placement statutes and <u>must</u> contact the SDHR prior to accepting the child for placement.	42 U.S.C. §5119	0
660-5-35-.09(5)	Children Moving With Foster/ Adoptive Parents Between States	(5) When the child is in foster care in another state and the plan is to relocate to Alabama with the foster family, that family <u>must</u> comply with Alabama laws promptly after their arrival in the State;	42 U.S.C. §5119	0

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660-5-35-.09(5)	Children Moving With Foster/ Adoptive Parents Between States	Subsequent to the initial approval, the foster family home <u>must</u> be reapproved on an annual basis.	42 U.S.C. §5119	0
660-5-35-.11(3)	Placement For Adoption Between States – Private/Independent Adoptions	(3) For children who will be placed in Alabama, the adoptive home study <u>shall</u> be completed by a representative of a licensed child-placing agency or licensed social worker.	42 U.S.C. §5119	0
660-5-35-.11(3)	Placement For Adoption Between States – Private/Independent Adoptions	Interviews with the child’s birth parents <u>shall</u> be conducted by a representative of a licensed child-placing agency or a licensed social worker in the birth parent’s legal state of residence.	42 U.S.C. §5119	0
660-5-35-.11(4)	Placement For Adoption Between States – Private/Independent Adoptions	(4) For Alabama children who will be placed in another state, the adoptive home study <u>shall</u> meet the requirements of the state of residence of the prospective adoptive resource where the adoption will be finalized.	42 U.S.C. §5119	0
660-5-37-.01(1)	Licensing Requirement	Any person, group of persons or corporation who or which receives children or arranges for care or placement of one or more children unrelated to the operator <u>must</u> apply for a license or approval to operate a child-care facility.	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12, 38-7-3, 38-7-4	0
660-5-37-.01(1)	Licensing Requirement	Application for such license or approval to operate a child care facility <u>shall</u> be made to the Department in the manner and on forms prescribed by it.	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12, 38-7-4	0
660-5-37-.02(1)	Personnel Files	Administrative files <u>shall</u> include, but are not limited to, the following information:	Ala. Code §§38-7-1 through -17	1
660-5-37-.02(1)(a)	Personnel Files	A copy <u>shall</u> be provided to each employee.	Ala. Code §§38-7-1 through -17	1

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660-5-37-.02(1)(b)	Personnel Files	These <u>shall</u> be reviewed annually by the executive.	Ala. Code §§38-7-1 through -17	1
660-5-37-.02(1)(c)	Personnel Files	(c) Individual personnel files <u>shall</u> be maintained for the executive and for each employee.	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12, 38-13-4	0
660-5-37-.02(1)(c)	Personnel Files	A file <u>shall</u> also be established for each volunteer who individually has direct contact on a continuing basis with children in circumstances other than under direct supervision of agency staff.	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12, 38-13-4	0
660-5-37-.02(1)(c)	Personnel Files	The files <u>shall</u> include at least the following:	Ala. Code §§38-7-1 through -17	0
660-5-37-.02(1)(c)7	Personnel Files	7. Medical examination reports as <u>required</u> , which <u>shall</u> be kept apart from general personnel files as a separate, confidential medical record, available only under limited conditions as specified under ADA/ Section 504.	Ala. Code §§38-7-1 through -17	0
660-5-37-.02(1)(d)	Personnel Files	(d) In the event of misconduct or dereliction of duty, a full report of the circumstances, the inquiry procedure followed, and the disposition made <u>shall</u> be recorded and handled in accordance with the child care facility's policies.	Ala. Code §§38-7-1 through -17	0
660-5-37-.02(1)(e)	Personnel Files	(e) Staff records <u>shall</u> be kept for a period of five (5) years after the date of employment termination.	Ala. Code §§38-7-1 through -17	0
660-5-37-.02(1)(e)	Personnel Files	These files <u>shall</u> be made available for review by the Department upon request.	Ala. Code §§38-7-1 through -17	1
660-5-37-.02(2)	Medical Requirements	Complete physical examinations for staff by a licensed practicing medical doctor or physician's assistant <u>shall</u> be made within three months prior to employment, and record of the examination <u>shall</u> be on file in the facility as a separate confidential medical record.	Ala. Code §§38-7-1 through -17	2

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660-5-37-.02(2)	Medical Requirements	The DHR-DFC-737, Medical Report for Persons Giving Care to Children shall be completed in all respects, including tests specified.	Ala. Code §§38-7-1 through -17	0
660-5-37-.02(2)(b)	Medical Requirements	(b) At least every four years from the initial examination (earlier if concerns regarding the mental, physical or emotional health of the employee arise) each employee shall have:	Ala. Code §§38-7-1 through -17	1
660-5-37-.02(2)(c)	Medical Requirements	(c) A record of such examination or physician's statement shall be on file in the facility as a separate confidential medical record.	Ala. Code §§38-7-1 through -17	1
660-5-37-.02(2)(d)	Medical Requirements	(d) A staff person, who, upon observation or examination or as a result of tests, shows indication of a physical, emotional, or mental condition that could be detrimental to the children or staff, or which would prevent satisfactory performance of duties, shall not continue work at the center until the staff person provides a written statement from a licensed practicing medical doctor indicating that the staff person is able to return to work.	Ala. Code §§38-7-1 through -17	1
660-5-37-.02(2)(e)	Medical Requirements	(e) An additional medical or psychological evaluation shall be required at the discretion of the Department's representative.	Ala. Code §§38-7-1 through -17	1
660-5-37-.02(2)(e)	Medical Requirements	A release to allow the Department Office of Licensure representative to confer directly with the doctor shall be provided on request.	Ala. Code §§38-7-1 through -17	1
660-5-37-.02(2)(e)	Medical Requirements	Such report or recommendation shall be maintained in the employee's file for review by the Department.	Ala. Code §§38-7-1 through -17	1
660-5-37-.02(3)	Character and Suitability Requirement	All applicants and holders of a child care license or six-month permit, all applicants for employment in a paid or voluntary position, and all current employees in paid or voluntary positions must be suitable and of good moral character in order to operate or work in a child care facility.	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12, 38-13-3	0
660-5-37-.02(3)(b)	Character and Suitability Requirement	Because staff family members living in the home or visiting overnight shall also be of good character and suitability, a criminal background check shall be obtained on these individuals.	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12	0

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660-5-37-.02(3)(c)	Character and Suitability Requirement	(c) Upon promulgation of these regulations, the applicant/licensee <u>shall</u> conduct a character and suitability review on all applicants for employment in a paid or voluntary position, and all current employees in paid or voluntary positions.	Ala. Code §§38-7-1 through -17	1
660-5-37-.02(3)(c)	Character and Suitability Requirement	The review <u>shall</u> consist of the following components:	Ala. Code §§38-7-1 through -17	1
660-5-37-.02(3)(f)	Character and Suitability Requirement	(f) All applicants for a license or six-month permit and all staff members and applicants for employment in paid or voluntary positions, <u>must</u> reveal on their application all past criminal convictions/or charges, except for minor traffic violations, since age 16.	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12, 38-13-3, 38-13-4, 38-13-5	0
660-5-37-.02(3)(f)	Character and Suitability Requirement	Driving Under the Influence is not considered a minor traffic violation and <u>must</u> be reported to the Department.	Ala. Code §§38-7-1 through -17	0
660-5-37-.02(3)(g)	Character and Suitability Requirement	(g) All applicants for a license or six-month permit and all staff members and applicants for employment in paid or voluntary positions <u>shall</u> submit authorization for release of Alabama criminal history information by completing the ABI-46 Release Form to the Alabama Bureau of Investigations (ABI) with instructions to send the results to the Department for licensee/permit holders and to the facility director for staff members or applicants for employment in a paid or voluntary position.	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12, 38-13-3	0
660-5-37-.02(3)(g)	Character and Suitability Requirement	Fees required <u>shall</u> be paid by the facility or employees of the facility.	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12, 38-13-5	0
660-5-37-.02(3)(h)	Character and Suitability Requirement	(h) No applicant <u>shall</u> be hired, or volunteer services used if convicted of a crime in this or another state at any time if a State court of competent jurisdiction has determined a felony conviction for any of the following crimes.	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12, 38-13-4	0

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660-5-37-.02(3)(h)	Character and Suitability Requirement	Also, an applicant <u>shall</u> not be hired, or volunteer's services used if convicted as an accessory to a crime that involves a felony conviction for one of the following offenses:	Ala. Code §§38-7-1 through -17	1
660-5-37-.02(3)(j)	Character and Suitability Requirement	(j) The licensee or permit holder, and all staff members <u>must</u> advise the facility's director or administrator and the Department of all criminal convictions and /or current criminal charges, including Driving Under the Influence which occurred after the licensee/permit holder attains a license/permit or during the course of employment with the child care facility.	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12, 38-13-5	0
660-5-37-.02(3)(j)	Character and Suitability Requirement	Such reports <u>shall</u> be made within 24 hours and will be followed by a written report within five (5) days.	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12	0
660-5-37-.02(3)(j)	Character and Suitability Requirement	This information <u>shall</u> be kept in the individual's file.	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12, 38-13-4	0
660-5-37-.02(3)(k)1	Character and Suitability Requirement	1. At the time of initial application, a completed Request for Clearance of State Central Registry on Child Abuse/Neglect (DHR-DFC-1598) <u>shall</u> be submitted by the licensee/permit holder, staff member, or applicant for employment, in a paid or voluntary position.	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12, 38-13-3	0
660-5-37-.02(3)(k)1	Character and Suitability Requirement	Completed forms shall be kept in the individual's file.	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12, 38-13-3	0
660-5-37-.02(3)(k)4	Character and Suitability Requirement	4. Employment or approval <u>shall</u> be denied, terminated or the approval revoked if persons are determined to not be of appropriate character or suitability to work with or provide care and supervision for children.	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12, 38-13-4	0

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660-5-37-.02(4)(a)	Job Descriptions and Qualifications	(a) There <u>shall</u> be a board of directors active in an administrative and/or advisory capacity.	Ala. Code §§38-7-1 through -17	1
660-5-37-.02(4)(a)	Job Descriptions and Qualifications	Their responsibilities <u>shall</u> be as follows:	Ala. Code §§38-7-1 through -17	1
660-5-37-.02(4)(a)1	Job Descriptions and Qualifications	1. The board or its designee <u>shall</u> consult with the Department prior to establishing a new child care facility, changing the purpose, goals or function of the basic program, or extending services into additional program or geographic areas.	Ala. Code §§38-7-1 through -17	1
660-5-37-.02(4)(a)2	Job Descriptions and Qualifications	2. The board <u>shall</u> notify the Department when there is a change of the executive and/or chief officer of the board.	Ala. Code §§38-7-1 through -17	1
660-5-37-.02(4)(a)3	Job Descriptions and Qualifications	3. The board or its designee <u>shall</u> provide financial information to the Department.	Ala. Code §§38-7-1 through -17	1
660-5-37-.02(4)(a)4	Job Descriptions and Qualifications	4. The board <u>shall</u> articulate the purpose, goal, and function of the child care facility and establish written job descriptions and qualifications.	Ala. Code §§38-7-1 through -17	1
660-5-37-.02(4)(a)5	Job Descriptions and Qualifications	5. The board <u>shall</u> establish written by-laws governing the organization, duties and operation of the board.	Ala. Code §§38-7-1 through -17	1
660-5-37-.02(4)(a)6	Job Descriptions and Qualifications	6. The board <u>shall</u> ensure the establishment of written operating policies including, but not limited to: organizational structure, administration, personnel practices, intake, discharge, program, and behavior management practices.	Ala. Code §§38-7-1 through -17	1
660-5-37-.02(4)(a)7	Job Descriptions and Qualifications	7. The board <u>shall</u> distribute to its members copies of the prescribed regulations for child care facilities.	Ala. Code §§38-7-1 through -17	1
660-5-37-.02(4)(a)7	Job Descriptions and Qualifications	The board <u>shall</u> employ a qualified executive, and delegate to him/her the responsibility for administration of the child care facility.	Ala. Code §§38-7-1 through -17	1
660-5-37-.02(4)(a)8	Job Descriptions and Qualifications	8. The board <u>shall</u> be responsible for providing operating and capital funds.	Ala. Code §§38-7-1 through -17	1
660-5-37-.02(4)(a)8	Job Descriptions and Qualifications	Financial policies and practices <u>shall</u> be in accord with sound budgeting, disbursement, and audit procedures.	Ala. Code §§38-7-1 through -17	1

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660-5-37-.02(4)(a)9	Job Descriptions and Qualifications	9. The board <u>shall</u> provide evidence that sufficient funds are available to equal twenty-five percent (25%) of the projected operating budget for the first year of operation and annually thereafter.	Ala. Code §§38-7-1 through -17	1
660-5-37-.02(4)(a)10	Job Descriptions and Qualifications	10. The board <u>shall</u> approve the annual budget and revisions, if any, to the annual budget, in advance of the applicable fiscal period.	Ala. Code §§38-7-1 through -17	1
660-5-37-.02(4)(a)11	Job Descriptions and Qualifications	11. The board <u>shall</u> provide for proper bonding of board officers and child care facility employees who handle operating or capital funds of the child care facility.	Ala. Code §§38-7-1 through -17	1
660-5-37-.02(4)(a)12	Job Descriptions and Qualifications	12. The board <u>shall</u> cause to be conducted an annual or biennial audit of the financial affairs and transactions of the licensed provider by a certified public accountant not on the staff of the child care facility nor a member of the board and to make an annual or biennial report of the audit to the State Department of Human Resources upon completion of the report.	Ala. Code §§38-7-1 through -17	0
660-5-37-.02(4)(a)13	Job Descriptions and Qualifications	13. The board <u>shall</u> provide a copy of the audit, which the chief officer of the board certifies has been presented to the board as a whole, to the Department.	Ala. Code §§38-7-1 through -17	1
660-5-37-.02(4)(a)13	Job Descriptions and Qualifications	Child care facilities operated by a governmental agency <u>shall</u> provide a copy of the annual report of the appropriate fiscal examining authority.	Ala. Code §§38-7-1 through -17	0
660-5-37-.02(4)(b)	Job Descriptions and Qualifications	(b) Executive responsibilities <u>shall</u> be as follows:	Ala. Code §§38-7-1 through -17	0
660-5-37-.02(4)(b)9	Job Descriptions and Qualifications	9. The executive <u>shall</u> not be assigned, nor assume, any primary responsibility for fund-raising or other activities that necessitate extended absences from the child care facility or which interferes with his/her administrative responsibilities in conducting the child care facility program, unless another full-time staff member is assigned responsibility and authority for the day-to-day operation of the child care facility.	Ala. Code §§38-7-1 through -17	1
660-5-37-.02(4)(c)	Job Descriptions and Qualifications	(c) Executive qualifications <u>shall</u> be as follows:	Ala. Code §§38-7-1 through -17	0

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660-5-37-.02(4)(d)	Job Descriptions and Qualifications	(d) Child Care Staff Responsibilities <u>shall</u> be as follows:	Ala. Code §§38-7-1 through -17	0
660-5-37-.02(4)(d)2	Job Descriptions and Qualifications	2. Every child care staff worker who directly supervises children <u>shall</u> be off at least 24 consecutive hours per week for which they are not working in a child care worker capacity;	Ala. Code §§38-7-1 through -17	1
660-5-37-.02(4)(d)3	Job Descriptions and Qualifications	3. When two relief staff are unavailable, one child care staff worker <u>shall</u> be permitted to provide relief for the two regular child care staff, as long as staff to child ratio is maintained.	Ala. Code §§38-7-1 through -17	1
660-5-37-.02(4)(e)	Job Descriptions and Qualifications	(e) Child Care staff qualifications <u>shall</u> be as follows:	Ala. Code §§38-7-1 through -17	0
660-5-37-.02(4)(f)	Job Descriptions and Qualifications	(f) Relief Staff <u>shall</u> provide for care and supervision of children when child care staff are off duty.	Ala. Code §§38-7-1 through -17	1
660-5-37-.02(4)(g)	Job Descriptions and Qualifications	(g) Relief staff <u>shall</u> meet the same qualifications for employment as child care workers.	Ala. Code §§38-7-1 through -17	1
660-5-37-.02(4)(h)	Job Descriptions and Qualifications	(h) Social workers' service staff responsibilities <u>shall</u> be as follows:	Ala. Code §§38-7-1 through -17	0
660-5-37-.02(4)(h)1	Job Descriptions and Qualifications	1. The child care facility <u>shall</u> employ its own social service staff, or	Ala. Code §§38-7-1 through -17	1
660-5-37-.02(4)(h)3	Job Descriptions and Qualifications	3. A written agreement <u>shall</u> be signed between the child care facility and the social service agency providing such services.	Ala. Code §§38-7-1 through -17	1
660-5-37-.02(4)(h)3	Job Descriptions and Qualifications	The agreement <u>shall</u> detail specific duties to be performed for the child care facility relative to admissions, discharges and Care/Treatment Plans.	Ala. Code §§38-7-1 through -17	1
660-5-37-.02(4)(i)	Job Descriptions and Qualifications	(i) Staff rendering social services <u>must</u> meet at a minimum one of the following criteria:	Ala. Code §§38-7-1 through -17	1
660-5-37-.02(4)(i)2	Job Descriptions and Qualifications	2. The social worker <u>shall</u> have at least one of the following qualifications.	Ala. Code §§38-7-1 through -17	1
660-5-37-.02(4)(i)2(v)	Job Descriptions and Qualifications	The associate licensed counselor <u>may not</u> practice without direct supervision by a licensed professional counselor.	Ala. Code §§38-7-1 through -17	1

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660-5-37-.02(4)(i)2(vii)	Job Descriptions and Qualifications	(vii) All other professional staff employed by the child care facility shall be qualified in their occupational fields or licensed in their professional fields.	Ala. Code §§38-7-1 through -17	1
660-5-37-.02(4)(j)	Job Descriptions and Qualifications	(j) For those child care facilities using volunteers, the volunteer responsibilities shall be as follows:	Ala. Code §§38-7-1 through -17	0
660-5-37-.02(4)(j)1	Job Descriptions and Qualifications	1. Volunteers shall not be permitted to assume total responsibilities or duties of any paid staff member;	Ala. Code §§38-7-1 through -17	1
660-5-37-.02(4)(j)2	Job Descriptions and Qualifications	2. Written job descriptions and responsibilities shall be developed for all volunteers;	Ala. Code §§38-7-1 through -17	1
660-5-37-.02(4)(j)3	Job Descriptions and Qualifications	3. A staff member shall be designated to supervise and evaluate the activities of the volunteers;	Ala. Code §§38-7-1 through -17	1
660-5-37-.02(5)(a)	Staff Development	(a) New staff shall receive orientation within 30 days of employment.	Ala. Code §§38-7-1 through -17	1
660-5-37-.02(5)(c)	Staff Development	(c) This program must be under the supervision of qualified staff and appropriate to the position being assumed by the new employee;	Ala. Code §§38-7-1 through -17	1
660-5-37-.02(5)(d)	Staff Development	(d) Completion of orientation shall be documented in the employee's file;	Ala. Code §§38-7-1 through -17	1
660-5-37-.02(5)(f)	Staff Development	(f) The training shall consist of the following components:	Ala. Code §§38-7-1 through -17	1
660-5-37-.03(1)	Social Information	Complete social information shall be obtained prior to admission except in cases of emergency placement.	Ala. Code §§38-7-1 through -17	1
660-5-37-.03(1)	Social Information	Social information shall include, but is not limited to, the following:	Ala. Code §§38-7-1 through -17	1
660-5-37-.03(2)	Case File	The complete case file shall be kept current and include the following:	Ala. Code §§38-7-1 through -17	1
660-5-37-.03(3)	DHR-EEO-808	Intake procedures shall be in conformity with policies established by the Division of Equal Employment Opportunity and Compliance in the State Department of Human Resources and shall apply only to facilities	Ala. Code §§38-7-1 through -17	1

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		accepting referrals or placements from the Department of Human Resources.		
660-5-37-.03(3)	DHR-EEO-808	Form DHR-EEO-808, Record of Intake Processing, shall be used for this purpose.	Ala. Code §§38-7-1 through -17	0
660-5-37-.03(4)	Placement Authorization	At the time of admission, the child care facility shall have one of the following authorizations:	Ala. Code §§38-7-1 through -17	1
660-5-37-.03(4)(a)3	Placement Authorization	3. the agency authorized to provide out-of-home care by virtue of an agreement between the parent and the agency (a copy of the authorization between the agency and the parent shall be included).	Ala. Code §§38-7-1 through -17	1
660-5-37-.03(5)	Care/Treatment Plan	Case planning shall begin at the time of placement.	Ala. Code §§38-7-1 through -17	1
660-5-37-.03(5)	Care/Treatment Plan	The plan shall include all of the following:	Ala. Code §§38-7-1 through -17	1
660-5-37-.03(6)	Confidentiality	Confidential information concerning children shall not be used or disclosed for any purpose except to those directly involved in the care/treatment plan or unless the sharing of information is required to meet an individual's need for safety.	Ala. Code §§38-7-1 through -17	0
660-5-37-.03(6)	Confidentiality	Confidentiality of all information about children and their families shall be maintained as follows:	Ala. Code §§38-7-1 through -17	0
660-5-37-.03(7)	General Social Service Provisions	A child care facility shall provide social services.	Ala. Code §§38-7-1 through -17	1
660-5-37-.03(7)	General Social Service Provisions	A child care facility shall employ a social worker or contract for social services on the basis of an average of one hour of social services per week for every child in the licensed capacity minus the number of staff's own children living in the facility.	Ala. Code §§38-7-1 through -17	1
660-5-37-.03(7)	General Social Service Provisions	When social services are provided through contract, there must be a written agreement that the required hours are provided.	Ala. Code §§38-7-1 through -17	1

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660-5-37-.03(7)	General Social Service Provisions	Social services <u>shall</u> be a continuing process for children and their families.	Ala. Code §§38-7-1 through -17	1
660-5-37-.03(7)	General Social Service Provisions	These personnel <u>must</u> have at least a master's degree in a human services field and <u>must</u> be licensed and certified consistent with state law.	Ala. Code §§38-7-1 through -17	2
660-5-37-.03(7)	General Social Service Provisions	The child <u>shall</u> have access to the facility social worker service staff and be able to schedule private appointments upon his/her initiative alone.	Ala. Code §§38-7-1 through -17	1
660-5-37-.03(8)	Development and Review of Care/Treatment Plan	Proper case planning <u>shall</u> begin within 24 hours after an emergency placement, within 48 hours on weekends and holidays.	Ala. Code §§38-7-1 through -17	1
660-5-37-.03(8)	Development and Review of Care/Treatment Plan	In developing or modifying the plan, the child care facility's professional staff member <u>shall</u> obtain consent of the agency or individual who holds custody of the child for contacts with relatives, visits with relatives and unrelated persons, plans for discharge, vocational training, and college attendance and extracurricular activities such as organized athletics and individual recreational activities.	Ala. Code §§38-7-1 through -17	1
660-5-37-.03(8)	Development and Review of Care/Treatment Plan	Evaluation for such planning <u>shall</u> be a joint responsibility of the child care facility's professional staff and the agency/individual having legal custody.	Ala. Code §§38-7-1 through -17	1
660-5-37-.03(8)	Development and Review of Care/Treatment Plan	Preparation for review <u>shall</u> include written summary of contacts with child's family.	Ala. Code §§38-7-1 through -17	1
660-5-37-.03(8)	Development and Review of Care/Treatment Plan	This <u>shall</u> be provided by the agency having primary planning responsibility.	Ala. Code §§38-7-1 through -17	1
660-5-37-.03(8)	Development and Review of Care/Treatment Plan	A copy of the report <u>shall</u> be provided to the social service agency having primary planning responsibility for the child.	Ala. Code §§38-7-1 through -17	1
660-5-37-.03(8)	Development and Review of Care/Treatment Plan	In cases of private referrals a copy of this report <u>shall</u> be provided to the legal custodian.	Ala. Code §§38-7-1 through -17	1
660-5-37-.03(9)	Social Services Work with Child's Family	In such cases: the working relationship <u>shall</u> be stated in the care/treatment plan;	Ala. Code §§38-7-1 through -17	1

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660-5-37-.03(9)	Social Services Work with Child's Family	the child care facility's social worker service staff shall then provide the services as indicated in the Care/Treatment Plan, and provide the agency having primary planning responsibility a written summary of each evaluation of the care/treatment plan.	Ala. Code §§38-7-1 through -17	1
660-5-37-.03(10)	Other Social Services	The child care facility shall appoint a designated staff member to make provisions for medical and dental services as required by these standards, and for psychological testing, psychiatric examination and treatment, vocational counseling and training, or other specialized services according to the child's needs.	Ala. Code §§38-7-1 through -17	1
660-5-37-.03(10)	Other Social Services	The child care facility shall notify the primary planning agency of the need for the services for a child which are not a part of the stated services offered by the program.	Ala. Code §§38-7-1 through -17	1
660-5-37-.03(10)	Other Social Services	All specialists used by the child care facility shall be qualified and/or licensed in their respective fields.	Ala. Code §§38-7-1 through -17	1
660-5-37-.03(11)(a)	Admission	(a) Admission shall be limited to children for whom the child care facility is equipped by staff, program, and equipment to serve adequately.	Ala. Code §§38-7-1 through -17	1
660-5-37-.03(11)(b)	Admission	(b) A child under six years (6) of age shall not be admitted to a child care facility except by special consent of the State Department of Human Resources or if the child is admitted to a child care facility licensed to provide shelter care or where the child's mother is receiving care in a maternity center.	Ala. Code §§38-7-1 through -17	1
660-5-37-.03(11)(c)	Admission	(c) The child care facility shall not accept a child from outside the state without first obtaining the consent of the State Department of Human Resources.	Ala. Code §§38-7-1 through -17	1
660-5-37-.03(11)(d)	Admission	(d) There shall be a pre-placement visit by the child to the child care facility except in cases of emergency.	Ala. Code §§38-7-1 through -17	1
660-5-37-.03(11)(e)	Admission	(e) Admission shall be a process that involves the child, the child's parents, guardian, or relative, if appropriate, and child care facility staff.	Ala. Code §§38-7-1 through -17	1

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660-5-37-.03(11)(f)	Admission	(f) Emergency placements may occasionally be required . The principles of placements shall be adhered to, even though the span of time over which an emergency placement takes place may be abbreviated.	Ala. Code §§38-7-1 through -17	1
660-5-37-.03(12)(a)	Discharge	(a) The time in residence shall be no longer than necessary, as determined by the needs, progress and/or development of the child, the situation of his/her family, or both.	Ala. Code §§38-7-1 through -17	1
660-5-37-.03(12)(b)	Discharge	(b) The child care facility and the agency/individual having primary planning responsibility shall coordinate the discharge of the child.	Ala. Code §§38-7-1 through -17	1
660-5-37-.03(12)(d)	Discharge	(d) A discharge summary and plan for aftercare shall be developed and provided to the person/agency responsible for aftercare.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(1)	Staff to Child Ratio	(1) The child care facility shall have sufficient number of qualified paid staff to provide for each child's physical and emotional needs at all times and perform required tasks.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(1)(a)	Staff to Child Ratio	(a) The ratio of child care workers to children shall not be less than one child care worker on duty for each 8 children.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(1)(a)	Staff to Child Ratio	Exception: During the hours of 10 PM to 7 AM the ratio of child care workers to children shall not be less than one child care worker on duty for each 10 children.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(1)(a)	Staff to Child Ratio	When child care staff or other staff have their own children living in the same living units as children under care, such children shall be included in the licensed capacity of the child care facility.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(1)(b)	Staff to Child Ratio	(b) The administrator shall advise the Department in writing of the number of staff's children living in the facility.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(1)(b)	Staff to Child Ratio	The State Department may require a higher ratio of staff per child for those child care facilities serving children with more specialized needs as determined by a child's Care/Treatment Plan and or/ISP.	Ala. Code §§38-7-1 through -17	1

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660-5-37-.04(2)	Medical Care	(2) Medical Care. An ongoing relationship <u>shall</u> be established with a licensed practicing physician or clinic to advise the child care facility staff concerning medical plans, programs and treatment of children in care.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(2)(a)	Medical Care	(a) Each child <u>shall</u> have a complete physical examination or the benefit of medical screening or assessment, i.e., MediKids or EPSDT, for children eligible for Medicaid.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(2)(a)	Medical Care	A copy of the complete physical examination report or assessment <u>shall</u> be on file.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(2)(a)	Medical Care	Such examination <u>shall</u> be made within three months prior to admission and at least annually thereafter.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(2)(a)	Medical Care	Exception: In emergency placements where a medical is not available a medical examination and report <u>shall</u> be obtained no later than ten (10) days after the placement.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(2)(b)	Medical Care	(b) The initial examination for children <u>shall</u> consist of a complete history, physical examination, and tests as listed on form DHR-DFC-623.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(2)(c)	Medical Care	(c) Each child care facility <u>shall</u> make provision and establish procedures for routine medical services, hospitalization and/or emergency medical or surgical treatment of children.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(2)(c)	Medical Care	Financial arrangements for provisions of these services <u>shall</u> be part of the Placement Agreement.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(3)	Dental Care	(3) Dental Care. An ongoing relationship <u>shall</u> be established with a licensed practicing dentist(s) to advise the child care facility staff concerning dental plans, program and treatment of children in care.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(3)(a)	Dental Care	(a) Each child <u>shall</u> have a routine dental examination at least annually.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(3)(a)	Dental Care	Necessary follow-up treatment <u>shall</u> be provided.	Ala. Code §§38-7-1 through -17	1

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660-5-37-.04(3)(b)	Dental Care	(b) Each child care facility <u>shall</u> make provision and establish procedures for routine and emergency dental services.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(3)(b)	Dental Care	Financial arrangements for provision of these services <u>shall</u> be a part of the Placement or Inter Agency Agreement.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(4)	Personal Hygiene	(4) Personal Hygiene. The child care facility <u>shall</u> carry out a program of instruction to meet the individual personal hygiene needs for all children.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(4)	Personal Hygiene	Individual items such as towels, washcloths, toothbrushes and other toiletries <u>shall</u> be provided for each child according to their individual needs.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(5)	Rest	(5) Rest. The child care facility <u>shall</u> provide opportunity for uninterrupted sleep for each child according to his individual needs.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(6)	Nutrition	(6) Nutrition. The child care facility <u>shall</u> provide wholesome nutritious and properly prepared daily meals, including: meats or meat substitutes, vegetables, milk, fruit, cereal, bread, and dessert.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(6)	Nutrition	Special dietary needs <u>shall</u> be provided as recommended by a physician.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(6)	Nutrition	When special dietary needs are identified, professional consultation <u>shall</u> be requested and modifications made as needed.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(6)	Nutrition	At least three meals <u>shall</u> be served each day, each with a different menu.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(6)	Nutrition	Menus <u>shall</u> be written in advance and <u>shall</u> be kept on file for one year and available for review.	Ala. Code §§38-7-1 through -17	2
660-5-37-.04(6)	Nutrition	Between-meal and nighttime snacks <u>shall</u> be available, except when restricted for dietary or health reasons.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(6)(a)	Nutrition	(a) The child care facility <u>shall</u> annually review its food service menus to assure that well-balanced, nutritious and appetizing food is served.	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0

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660-5-37-.04(6)(b)	Nutrition	(b) Handling, storage, and preparation of food <u>shall</u> comply with state health standards.	Ala. Code §§38-7-1 through -17	0
660-5-37-.04(6)(b)	Nutrition	Food <u>shall</u> be of a size and consistency appropriate for the age, growth, and development ability of a child.	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0
660-5-37-.04(7)	Clothing	(7) Clothing. Clothing <u>shall</u> be stylish, properly fit, clean and of good quality and appearance.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(7)	Clothing	The clothing <u>shall not</u> be different from clothes worn by children in the community.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(7)	Clothing	Children <u>shall</u> have a part in the selection of their clothes.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(7)	Clothing	Used clothes <u>shall</u> be used only when in good condition, when chosen by the child, and when properly renovated and fitted.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(7)	Clothing	When shoes are needed, new shoes <u>shall</u> be provided, and <u>shall</u> be fitted to the individual child.	Ala. Code §§38-7-1 through -17	2
660-5-37-.04(7)	Clothing	Each child <u>shall</u> have his/her own clothing and a place for storing it.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(7)	Clothing	Responsibility for the provision of clothing <u>shall</u> be outlined in the Placement Agreement.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(8)	Discipline	(8) Discipline. Discipline <u>shall</u> be used as a positive educational influence that seeks to develop inner controls and provide structure.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(8)	Discipline	The child <u>shall</u> be advised of all rules and regulations of the child care facility which apply to him/her.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(8)	Discipline	The staff members <u>shall</u> be aware of the rules and regulations of the child care facility, and consistent in their enforcement thereof.	Ala. Code §§38-7-1 through -17	1

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660-5-37-.04(8)	Discipline	The administration <u>shall</u> be responsible for the thorough understanding by all staff members of policies and practices concerning discipline and punishment.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(9)	Punishment	(9) Punishment. When punishment is <u>required</u> , it <u>shall</u> be fair, consistent, brief, related and in proportion to the offense and in accordance with the child care facility's written child care policies.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(9)	Punishment	Harsh and humiliating punishment, including corporal punishment, physical or emotional abuse, is <u>prohibited</u> .	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(9)	Punishment	Verbal abuse of a child and derogatory remarks about a child or his/her family is <u>prohibited</u> .	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(9)(a)	Punishment	(a) Punishment <u>shall not</u> be administered by peers.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(9)(b)	Punishment	(b) Withholding of sleep, meals or mail, arbitrarily sending a child to bed early, and the curtailment of visits by the child's family to the child, <u>shall not</u> be used as a type of punishment at any time.	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0
660-5-37-.04(9)(b)	Punishment	A child who <u>must</u> be temporarily isolated from his/her peers <u>shall</u> be under adult supervision.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(9)(b)	Punishment	When a child is isolated, provisions <u>shall</u> be made for humane and safe conditions including room space appropriate to the developmental level of the child, adequate ventilation and lighting, and a room temperature consistent with the rest of the home or facility.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(9)(b)	Punishment	Meals, routine medication and water <u>must</u> be provided.	7 C.F.R. §226.1 through §226.27, Ala. Code §§38-7-1 through -17	0
660-5-37-.04(9)(b)	Punishment	Observation of a child in isolation <u>shall</u> occur at least every 30 minutes or more often as necessary.	Ala. Code §§38-7-1 through -17	1

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660-5-37-.04(9)(b)	Punishment	The behavior management plan will describe how frequently the child <u>must</u> be observed and will authorize any restrictions imposed while the child is in isolation, e.g., no TV or radio.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(11)	Public Appearances	(11) Public Appearances. Public appearance of the children <u>shall not</u> be for the purpose of display and <u>shall</u> be permitted only when such appearances have positive and constructive value for the children and with the consent of the custodian or person or agency responsible for the child.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(11)	Public Appearances	Children <u>shall not</u> be <u>required</u> to attend parties, church functions, fund raising drives, picnics, etc., sponsored by various groups.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(11)	Public Appearances	Children <u>shall</u> never be exploited for the benefit of the child care facility.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(11)	Public Appearances	All public appearances by the children as representative of the child care facility <u>shall</u> be voluntary.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(11)	Public Appearances	The child's sleeping area and personal belongings <u>shall not</u> be on display to the public except for those rare occasions when the child care facility observes open house, homecoming, etc., and always with the permission of the child.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(12)	On-Campus Work Assignments	(12) On-Campus Work Assignments. Work assignments <u>shall</u> be considered as part of the participatory responsibility of living together, or as a means of earning money.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(12)	On-Campus Work Assignments	Children <u>shall not</u> be considered as substitutes for employed adult staff, nor <u>shall</u> they be employed as a means of avoiding the hiring of adult staff.	Ala. Code §§38-7-1 through -17	2
660-5-37-.04(12)	On-Campus Work Assignments	Work assignments <u>shall</u> be made in accordance with the age and ability of the child.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(12)	On-Campus Work Assignments	Jobs for children <u>shall</u> be assigned so that they will not conflict with schooling educational needs, playtime, extracurricular activities, or normal community visits, or visits with their families and friends.	Ala. Code §§38-7-1 through -17	1

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660-5-37-.04(12)	On-Campus Work Assignments	Children <u>shall</u> have some choice in their chores, and a change of routine duties <u>shall</u> be offered periodically to reduce monotony and to provide a variety of experiences.	Ala. Code §§38-7-1 through -17	2
660-5-37-.04(12)	On-Campus Work Assignments	Children <u>shall not</u> be employed for the financial gain of the facility and monies earned <u>shall</u> be the property of the child.	Ala. Code §§38-7-1 through -17	2
660-5-37-.04(13)	Sponsors	(13) Sponsors. Where sponsorship of specific children by church or other unrelated groups or individuals exists, no child <u>shall</u> be compelled against his/her will to visit.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(13)	Sponsors	A visit <u>shall</u> be planned with the child's consent, and subject to the approval of the legal custodian or person or agency responsible for the child.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(15)(a)	Visiting Practices	(a) Family ties <u>shall</u> be encouraged and maintained in accordance with the Care/Treatment Plan.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(15)(a)	Visiting Practices	Visitation rights of the family and child <u>shall</u> be honored unless specific, definable and documented reasons to the contrary have been established through the Care/Treatment Plan and/or ISP.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(15)(a)	Visiting Practices	Families <u>shall</u> be afforded privacy with their children during visitation on the facility campus, unless specific, definable and documented reasons to the contrary have been established through the Care/Treatment Plan and/or ISP.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(15)(b)	Visiting Practices	(b) Children <u>shall</u> have the right to be with their own relatives on all possible occasions, especially at holiday time.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(15)(b)	Visiting Practices	Holiday visits <u>shall</u> be determined to be in the child's best interest, as allowed in the Care/Treatment Plan and/or ISP.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(15)(b)	Visiting Practices	If there are compelling reasons to <u>prohibit</u> visits, those reasons <u>shall</u> be documented.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(15)(c)	Visiting Practices	(c) Siblings in residence in the child care facility <u>shall</u> have the right to contact each other on their own initiative.	Ala. Code §§38-7-1 through -17	1

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660-5-37-.04(15)(c)	Visiting Practices	If possible, siblings <u>shall</u> live together.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(15)(d)	Visiting Practices	The length of such visits <u>shall</u> be limited to 48 hours.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(15)(d)	Visiting Practices	Longer planned visits <u>shall require</u> the prior approval of the person or agency having legal custody or planning responsibility of the child.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(15)(d)	Visiting Practices	If the child care facility's professional social service staff and the agency having primary planning responsibility concur in the written Care/Treatment plan that the child needs to be provided with developmental experiences through visitation in a family home with unrelated persons who may or <u>may not</u> have been previously known to the child, it <u>shall</u> be the responsibility of the facility to make a written request of a County Department of Human Resources or a licensed child-placing agency to approve a designated family as a visiting home for the child.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(15)(e)	Visiting Practices	(e) When the agency having primary responsibility for the child receives written approval of a visiting resource and forwards a copy to the child care facility, the child care facility's social worker service staff <u>shall</u> plan visits directly with the visiting resource parents in accordance with the Care/Treatment Plan and/or ISP for the child.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(15)(e)	Visiting Practices	The child care facility social worker service staff <u>shall</u> report to the County Department of Human Resources or licensed child placing agency which approved the visiting resource pertinent information concerning the visits which are made.	Ala. Code §§38-7-1 through -17	0
660-5-37-.04(15)(e)	Visiting Practices	If only one visit is made, a report on that visit <u>shall</u> be sent soon thereafter.	Ala. Code §§38-7-1 through -17	0
660-5-37-.04(15)(e)	Visiting Practices	If visits are made on a regular basis, then reports <u>shall</u> be sent on a quarterly basis.	Ala. Code §§38-7-1 through -17	0

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660-5-37-.04(15)(f)	Visiting Practices	(f) Sound, appropriate plans <u>shall</u> be made well in advance of proposed vacations and holidays.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(15)(f)	Visiting Practices	The child care facility <u>shall</u> make arrangements for on-campus care for children who have no natural family to visit during vacations and holidays or for whom there is no consent for visitation with an approved visiting family member or visiting resource.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(15)(g)	Visiting Practices	(g) A child <u>shall not</u> be taken from, sent from, or allowed to leave the state without written consent of the natural parents who hold custody, or the juvenile court having jurisdiction of the child when custody has been removed from the natural parent.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(16)	Allowances	(16) Allowances. The child care facility <u>shall</u> ensure that each child receives an allowance, spending money, or has the opportunity to earn money.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(17)(a)	Educational Opportunities	(a) Children <u>shall</u> attend school in accordance with the school attendance laws.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(17)(a)	Educational Opportunities	Space and suitable equipment, such as reference books, adequate lighting and quiet work space, <u>shall</u> be provided in the child care facility for home study.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(17)(a)	Educational Opportunities	When practical, participation of children in extracurricular activities of the school which they attend <u>shall</u> be encouraged and transportation <u>shall</u> be provided or arranged.	Ala. Code §§38-7-1 through -17	2
660-5-37-.04(17)(b)	Educational Opportunities	Such attendance <u>shall</u> be subject to the <u>requirements</u> of the Alabama State Department of Education.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(17)(c)	Educational Opportunities	(c) Education relating to human health and physiology <u>shall</u> be an integral part of the child care facility's program, and <u>shall</u> be geared to the child's age, stage of development and level of understanding.	Ala. Code §§38-7-1 through -17	2
660-5-37-.04(17)(d)	Educational Opportunities	(d) The child care facility's professional staff <u>shall</u> be involved in the IEP's with the school to ensure that children are properly placed and making	Ala. Code §§38-7-1 through -17	1

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		adequate adjustment and to plan jointly with school personnel in alleviating problems which arise.		
660-5-37-.04(17)(d)	Educational Opportunities	Tutoring shall be made available to children who will benefit from additional assistance in obtaining or maintaining grade level.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(18)(a)	Recreation	(a) Positive community contacts shall be provided, i.e., church, civic groups, and YMCA's.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(18)(b)	Recreation	(b) The child care facility shall provide facilities and staff to make recreation and other activities available within the child care facility.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(18)(b)	Recreation	Provision shall be made for adequate playtime, both for organized and free play, indoor and out, for all children under care.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(18)(c)	Recreation	(c) The child care facility shall provide time for each child to be alone if appropriate, and places to go where the child will not be disturbed.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(18)(c)	Recreation	He/She shall also be provided an opportunity to exercise some free choices of activity.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(18)(d)	Recreation	The facility shall develop guidelines specifying levels of supervision.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(18)(d)	Recreation	These shall consider such factors as: a child's developmental level, level of maturity, kinds of activities in which a child may participate, and methods by which a child may receive increased or decreased supervision.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(18)(d)	Recreation	Any facility staff who provides transportation shall have a valid driver's license and a copy of the license shall be on file with the facility.	Ala. Code §§38-7-1 through -17, §32-6-1	1
660-5-37-.04(19)	Off-Campus Employment	(19) Off-Campus Employment. When appropriate, children of legal work age shall be encouraged to earn their own money through employment in the community.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(20)	Grievance Process for Children	(20) Grievance Process for Children. Each facility shall develop specific grievance policies and procedures for implementation.	Ala. Code §§38-7-1 through -17	1

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660-5-37-.04(20)	Grievance Process for Children	Copies of each <u>shall</u> be provided to each child in care and their families.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(20)	Grievance Process for Children	Grievance procedures <u>shall</u> be activated upon the request of the child or the child's family and continue until a resolution is obtained.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(20)	Grievance Process for Children	The grievance requests and procedures taken <u>shall</u> be documented in the child's file.	Ala. Code §§38-7-1 through -17	1
660-5-37-.04(20)	Grievance Process for Children	Documentation of this grievance and resolution <u>shall</u> be placed in the child's file and the grievance <u>shall</u> be reported to the legal guardian and/or agency having primary planning responsibility.	Ala. Code §§38-7-1 through -17	2
660-5-37-.05(1)	Construction and Design	(1) Construction and Design. Buildings <u>shall</u> be built, remodeled, or acquired with consideration of the service and program to be offered and children to be accepted.	Ala. Code §§38-7-1 through -17	1
660-5-37-.05(1)	Construction and Design	Specifically designated areas <u>shall</u> be provided for sleeping, bathing, dining, informal living and office.	Ala. Code §§38-7-1 through -17	1
660-5-37-.05(1)	Construction and Design	The building <u>shall</u> be accessible to persons with disabilities in accordance with Americans with Disabilities Act Accessibility Guidelines (ADAAG) or Uniform Federal Accessibility Standards (UFAS)	42 U.S.C.A. 12101 through 12213, Ala. Code §§38-7-1 through -17	0
660-5-37-.05(2)	Zoning Approval	(2) Zoning Approval. Prior to being issued a license, six-month permit, or approval, the applicant for the facility <u>shall</u> submit to the Department a written statement of compliance with applicable zoning <u>requirements</u> .	Ala. Code §§38-7-1 through -17	0
660-5-37-.05(3)	Fire Inspection	(3) Fire Inspection. Prior to being issued an initial or renewal license, six-month permit, or approval, the applicant for the facility <u>shall</u> submit to the Department a written fire inspection report with no violations cited.	Ala. Code §§38-7-1 through -17, §§36-19-1 through 36-19-32	0
660-5-37-.05(3)	Fire Inspection	Copies of such inspection reports <u>shall</u> be submitted to the Department.	Ala. Code §§38-7-1 through -17,	0

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			§§36-19-1 through 36-19-32	
660-5-37-.05(4)	Health Inspection	(4) Health Inspection. Prior to being issued a license, six-month permit, or approval, the applicant for the facility <u>shall</u> submit to the Department a written Health Department inspection report.	Ala. Code §§38-7-1 through -17	0
660-5-37-.05(4)	Health Inspection	If food is prepared at the facility, a copy of a current Health Department food permit <u>shall</u> be submitted to the Department.	Ala. Code §§38-7-1 through -17	0
660-5-37-.05(4)	Health Inspection	If food is not prepared at the facility, but is served by the facility, the applicant <u>shall</u> obtain written approval from the Health Department of the food service plan, when available, and submit a copy of this approval to the Department.	Ala. Code §§38-7-1 through -17	0
660-5-37-.05(4)	Health Inspection	Copies of such inspection reports <u>shall</u> be submitted to the Department.	Ala. Code §§38-7-1 through -17	0
660-5-37-.05(5)	Grounds and Furnishings	(5) Grounds and Furnishings. Attractive, well-kept grounds with sufficient outside play space <u>shall</u> be provided.	Ala. Code §§38-7-1 through -17	1
660-5-37-.05(5)	Grounds and Furnishings	Play space and equipment <u>shall</u> be safe, functional, and available for the recreational program involving all children in the child care facility.	Ala. Code §§38-7-1 through -17	1
660-5-37-.05(5)	Grounds and Furnishings	All buildings <u>shall</u> be equipped with furnishings that are sufficient to sustain the basic function of the building, adequate in condition, attractiveness and durability, and appropriate to the age and size of the children who will be using the building.	Ala. Code §§38-7-1 through -17	1
660-5-37-.05(5)(a)	Grounds and Furnishings	(a) All Child Care Facility on-site swimming pools <u>shall</u> be completely enclosed by a barrier on all four sides of at least four feet in height.	Ala. Code §§38-7-1 through -17	1
660-5-37-.05(5)(a)	Grounds and Furnishings	Openings in the fence <u>shall not</u> permit the passage of a 4-inch diameter sphere.	Ala. Code §§38-7-1 through -17	1
660-5-37-.05(5)(a)	Grounds and Furnishings	All access through the barriers <u>must</u> have one of the following safety features: key lock, self-locking doors or a bolt lock.	Ala. Code §§38-7-1 through -17	1

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660-5-37-.05(5)(a)	Grounds and Furnishings	When the fenced-in pool area is not in use, all entry points <u>must</u> be locked.	Ala. Code §§38-7-1 through -17	1
660-5-37-.05(5)(a)	Grounds and Furnishings	When the above ground pool is not in use, steps or ladders leading to it <u>must</u> be removed.	Ala. Code §§38-7-1 through -17	1
660-5-37-.05(5)(b)1	Grounds and Furnishings	1. Non-swimmers <u>shall not</u> be allowed in the pool without a life jacket or approved flotation device, unless the non swimmer is participating in a supervised swim lesson.	Ala. Code §§38-7-1 through -17	1
660-5-37-.05(5)(b)1	Grounds and Furnishings	Direct supervision by a person certified in Basic Water Safety <u>shall</u> be <u>required</u> at all times when children are using swimming pools and in the fenced-in area.	Ala. Code §§38-7-1 through -17	1
660-5-37-.05(5)(c)	Grounds and Furnishings	(c) A certificate or other documentation of successful completion of a basic water safety course is <u>required</u> for the facility staff if the facility has a pool or is located on a site adjacent to bodies of water.	Ala. Code §§38-7-1 through -17	1
660-5-37-.05(5)(c)	Grounds and Furnishings	This certification or other documentation of successful completion of basic water safety instruction is <u>required</u> before children are allowed to use the pool.	Ala. Code §§38-7-1 through -17	1
660-5-37-.05(5)(d)	Grounds and Furnishings	(d) Swimming pools <u>must</u> be equipped with a ring buoy, rescue tube, or other appropriate flotation device with an attached rope of sufficient length to cover the pool.	Ala. Code §§38-7-1 through -17	1
660-5-37-.05(5)(d)	Grounds and Furnishings	The facility <u>must</u> develop rules governing pool use.	Ala. Code §§38-7-1 through -17	1
660-5-37-.05(5)(d)	Grounds and Furnishings	Rules <u>must</u> be posted and reviewed with each child.	Ala. Code §§38-7-1 through -17	1
660-5-37-.05(5)(f)	Grounds and Furnishings	(f) Safety precautions <u>must</u> include depth markers, life lines, and ladders or steps in the deep and shallow ends.	Ala. Code §§38-7-1 through -17	1
660-5-37-.05(6)(a)	Living Unit Accommodations	(a) Living units <u>shall</u> accommodate groups not to exceed 10 children per living unit, but with a maximum of two living units in a single building.	Ala. Code §§38-7-1 through -17	1

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660-5-37-.05(6)(b)	Living Unit Accommodations	(b) Two children per bedroom are recommended, but there <u>shall not</u> be more than 3 children per bedroom.	Ala. Code §§38-7-1 through -17	1
660-5-37-.05(6)(b)	Living Unit Accommodations	There <u>shall</u> be no more than one child per bed.	Ala. Code §§38-7-1 through -17	1
660-5-37-.05(6)(b)	Living Unit Accommodations	All bedrooms and living units <u>shall</u> be as near the ground floor as possible, and in no case <u>shall</u> they be located above the second floor.	Ala. Code §§38-7-1 through -17	2
660-5-37-.05(6)(b)	Living Unit Accommodations	In living units, bedrooms <u>shall</u> have a minimum of 8-foot ceilings, with a minimum of 70 square feet of floor space, in addition to closet space, per child.	Ala. Code §§38-7-1 through -17	1
660-5-37-.05(6)(b)	Living Unit Accommodations	Bedrooms <u>shall</u> have windows.	Ala. Code §§38-7-1 through -17	1
660-5-37-.05(6)(b)	Living Unit Accommodations	The bedroom windows <u>shall</u> be standard window size.	Ala. Code §§38-7-1 through -17	1
660-5-37-.05(6)(b)	Living Unit Accommodations	Bedrooms <u>shall</u> be comfortable and attractive, assuring the maximum amount of privacy.	Ala. Code §§38-7-1 through -17	1
660-5-37-.05(6)(b)	Living Unit Accommodations	There <u>shall</u> be a single, sturdy, comfortable bed with a good mattress and springs and appropriate linens and covers <u>shall</u> be provided for each child.	Ala. Code §§38-7-1 through -17	2
660-5-37-.05(6)(b)	Living Unit Accommodations	Sufficient space for clothing and personal belongings <u>shall</u> be provided for each child.	Ala. Code §§38-7-1 through -17	1
660-5-37-.05(6)(c)	Living Unit Accommodations	(c) There <u>shall</u> be at least one tub and/or shower, one toilet and one lavatory with hot and cold water for each five children.	Ala. Code §§38-7-1 through -17	1
660-5-37-.05(6)(c)	Living Unit Accommodations	Where there is more than one of these in a particular area, each <u>shall</u> be located in a separate compartment.	Ala. Code §§38-7-1 through -17	1
660-5-37-.05(6)(c)	Living Unit Accommodations	All bath and toilet facilities <u>shall</u> be well lighted and well ventilated and heated.	Ala. Code §§38-7-1 through -17	1
660-5-37-.05(6)(c)	Living Unit Accommodations	All bathrooms <u>required</u> to be accessible <u>must</u> meet all accessibility requirements in accordance with Americans with Disabilities Act	42 U.S.C.A. 12101 through	0

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		Accessibility Guidelines (ADAAG) or Uniform Federal Accessibility Standards (UFAS).	12213, Ala. Code §§38-7-1 through -17	
660-5-37-.05(7)	Ventilation, Heating, Cooling, Lighting and Telephones	(7) Ventilation, Heating, Cooling, Lighting and Telephones. Adequate ventilation <u>shall</u> be provided in all areas of the facility.	Ala. Code §§38-7-1 through -17	1
660-5-37-.05(7)	Ventilation, Heating, Cooling, Lighting and Telephones	Screens <u>shall</u> be provided for all windows unless the building is totally air-conditioned.	Ala. Code §§38-7-1 through -17	1
660-5-37-.05(7)	Ventilation, Heating, Cooling, Lighting and Telephones	Adequate heating and cooling <u>shall</u> be provided in the living and sleeping areas of all buildings.	Ala. Code §§38-7-1 through -17	1
660-5-37-.05(7)	Ventilation, Heating, Cooling, Lighting and Telephones	A telephone <u>shall</u> be provided in every living unit, cottage and administrative building.	Ala. Code §§38-7-1 through -17	1
660-5-37-.05(8)(a)	Isolation and First Aid Supplies	(a) Any person suffering from a communicable disease in the infectious stage <u>shall</u> , upon medical advice, be excluded from other members of the facility who have not been infected, or excluded from employment, if a member of the child care staff.	Ala. Code §§38-7-1 through -17	1
660-5-37-.05(8)(b)	Isolation and First Aid Supplies	(b) First Aid supplies for minor cuts and abrasions <u>shall</u> be available in each building.	Ala. Code §§38-7-1 through -17, Ala. Code §§ 38-15-1 through 38-15-9	0
660-5-37-.05(9)(a)	Medicines, Drugs, Firearms	All necessary but dangerous equipment, toxic substances, and medications <u>shall</u> be kept out of the reach of the residents.	Ala. Code §§38-7-1 through -17, Ala. Code §§ 38-15-1 through 38-15-9	0

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660-5-37-.05(9)(a)	Medicines, Drugs, Firearms	All medicine, drugs, and hazardous chemicals <u>shall</u> be kept in locked cabinets, inaccessible to the children, and removed from the premises when no longer being used.	Ala. Code §§38-7-1 through -17, Ala. Code §§ 38-15-1 through 38-15-9	0
660-5-37-.05(9)(a)	Medicines, Drugs, Firearms	Medicine and drugs <u>shall</u> be stored separately from hazardous chemicals.	Ala. Code §§38-7-1 through -17, Ala. Code §§ 38-15-1 through 38-15-9	0
660-5-37-.05(9)(b)	Medicines, Drugs, Firearms	(b) All firearms and ammunition <u>shall</u> be kept in locked cabinets and <u>shall</u> be inaccessible to the children.	Ala. Code §§38-7-1 through -17, Ala. Code §§ 38-15-1 through 38-15-9	0
660-5-37-.05(9)(c)	Medicines, Drugs, Firearms	(c) The grounds <u>shall</u> be free from anything that constitutes a danger or hazard, such as:	Ala. Code §§38-7-1 through -17, Ala. Code §§ 38-15-1 through 38-15-9	0
660-5-37-.05(10)	Child Care Staff Quarters	(10) Child Care Staff Quarters. Living quarters for a live-in staff member <u>shall</u> be located in close proximity to the sleeping area of the children.	Ala. Code §§38-7-1 through -17	1
660-5-37-.05(10)	Child Care Staff Quarters	In a two-story building, or in a split-level building, staff sleeping quarters <u>shall</u> be located no more than one level removed from the sleeping quarters of the children.	Ala. Code §§38-7-1 through -17	1
660-5-37-.05(10)	Child Care Staff Quarters	Staff <u>shall</u> have bathroom facilities separate from the ones used by the children.	Ala. Code §§38-7-1 through -17	1

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660-5-37-.05(10)	Child Care Staff Quarters	The bathroom facilities <u>must</u> meet all accessibility requirements in accordance with Americans with Disabilities Act Accessibility Guidelines (ADAAG) or Uniform Federal Accessibility Standards (UFAS).	42 U.S.C.A. 12101 through 12213, Ala. Code §§38-7-1 through -17	0
660-5-37-.05(11)	Safety Plan	(11) Safety Plan. The facility <u>shall</u> develop a fire evacuation plan and a plan that will be implemented in the threat of a natural disaster (such as a tornado warning).	Ala. Code §§38-7-1 through -17, Ala. Code §§ 38-15-1 through 38-15-9	0
660-5-37-.05(11)	Safety Plan	Each child <u>shall</u> be advised of the plan upon entering care.	Ala. Code §§38-7-1 through -17	1
660-5-37-.06(1)	Group Home Care	(1) Group Home Care. The general requirements pertaining to the care of the children prescribed under other sections of these standards <u>shall</u> be followed in all applicable respects.	Ala. Code §§38-7-1 through -17	1
660-5-37-.06(1)	Group Home Care	In addition, there <u>shall</u> be compliance with the following special regulations pertaining to group home care:	Ala. Code §§38-7-1 through -17	1
660-5-37-.06(1)(a)	Group Home Care	(a) In group homes that are an affiliate and an integral part of a parent child care institution or agency as well as those that are unrelated to a parent child care institution or agency, the person employed as executive or supervisor of the facility <u>shall</u> have at least the following qualifications:	Ala. Code §§38-7-1 through -17	2
660-5-37-.06(1)(d)	Group Home Care	(d) Bedrooms in facilities constructed or acquired prior to January 1, 1975 <u>shall not</u> accommodate more than four children each.	Ala. Code §§38-7-1 through -17	1
660-5-37-.06(1)(d)	Group Home Care	Facilities constructed, purchased, structurally remodeled or acquired after January 1, 1975, <u>shall</u> have bedrooms which accommodate no more than three children each, but two children per bedroom is recommended.	Ala. Code §§38-7-1 through -17	1
660-5-37-.06(1)(d)	Group Home Care	Each child <u>shall</u> have their own bed.	Ala. Code §§38-7-1 through -17	1

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Rule Citation	Short Description	Regulatory Text	Statutory Authority	# of Discretionary Regulatory Restrictions
660-5-37-.06(2)	Maternity Centers	(2) Maternity Centers. Maternity homes providing a program for maternity care with referral for hospital and medical services obtained from the community <u>shall</u> be approved by the Department of Human Resources upon meeting the standards set herein.	Ala. Code §§38-7-1 through -17	1
660-5-37-.06(2)(a)	Maternity Centers	(a) The general requirements which pertain to the care of children prescribed under other sections of this document <u>shall</u> be followed in all applicable respects and, in addition, there <u>shall</u> be compliance with the following special regulations pertaining to the care of minor pregnant girls.	Ala. Code §§38-7-1 through -17	2
660-5-37-.06(2)(b)	Maternity Centers	(b) Each girl <u>shall</u> receive social services on a weekly basis.	Ala. Code §§38-7-1 through -17	1
660-5-37-.06(2)(b)	Maternity Centers	Social services <u>shall</u> be available also in case of emergency.	Ala. Code §§38-7-1 through -17	1
660-5-37-.06(2)(b)	Maternity Centers	Services <u>shall</u> be extended to the putative father and to the parents of the girl, when indicated.	Ala. Code §§38-7-1 through -17	1
660-5-37-.06(2)(b)	Maternity Centers	Each girl, individually and/or in a group, <u>shall</u> be encouraged and given the opportunity to focus and participate in the following:	Ala. Code §§38-7-1 through -17	1
660-5-37-.06(2)(c)	Maternity Centers	(c) The decision for the final plan for the baby <u>shall</u> be made by the baby's mother.	Ala. Code §§38-7-1 through -17	1
660-5-37-.06(2)(c)	Maternity Centers	A minor pregnant girl <u>shall not</u> be <u>required</u> to sign a statement committing herself to any definite plan for her child as a condition of admission to the center.	Ala. Code §§38-7-1 through -17	1
660-5-37-.06(2)(c)	Maternity Centers	Girls who wish to place their children for adoption or in foster family homes <u>shall</u> be referred to the Department or to a licensed child placing agency.	Ala. Code §§38-7-1 through -17	1
660-5-37-.06(2)(c)	Maternity Centers	The social worker service staff <u>shall</u> seek legal counsel with respect to problems relating to the legal rights of the minor pregnant girl and her obligations to her child, including relinquishments, termination of parental	Ala. Code §§38-7-1 through -17	1

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		rights, legitimization, birth certificate, and other legal matters pertaining thereto; including all legal rights of the natural father.		
660-5-37-.06(2)(c)	Maternity Centers	Any minor who is fourteen years of age or older, or has graduated from high school, or is married, or having been married is divorced, and is pregnant, may give effective consent to any legally authorized medical, dental, health or mental health services for herself and the consent of no other person shall be necessary.	Ala. Code §§38-7-1 through -17	1
660-5-37-.06(2)(d)	Maternity Centers	(d) At the time of admission there shall be a medical and obstetric history.	Ala. Code §§38-7-1 through -17	1
660-5-37-.06(2)(d)	Maternity Centers	Immediately following admission, a complete assessment must be obtained...	Ala. Code §§38-7-1 through -17	1
660-5-37-.06(2)(d)1	Maternity Centers	1. A dental examination shall be made and necessary treatment provided by a licensed practicing dentist.	Ala. Code §§38-7-1 through -17	1
660-5-37-.06(2)(d)2	Maternity Centers	2. Periodic examinations and laboratory tests shall be performed according to the schedule of the ob/ gyn physician.	Ala. Code §§38-7-1 through -17	1
660-5-37-.06(2)(d)2	Maternity Centers	Each girl shall be referred for and receive follow-up postnatal care as prescribed by the ob/ gyn physician.	Ala. Code §§38-7-1 through -17	1
660-5-37-.06(2)(d)2	Maternity Centers	A postnatal examination shall be made by the licensed practicing ob/ gyn physician before discharge from the maternity center.	Ala. Code §§38-7-1 through -17	1
660-5-37-.06(2)(d)3	Maternity Centers	3. The center shall have written agreements with clinics and hospitals utilized for obstetrical and related services.	Ala. Code §§38-7-1 through -17	1
660-5-37-.06(2)(e)	Maternity Centers	(e) Bedrooms shall be comfortable and attractive, assuring the maximum amount of privacy for each girl.	Ala. Code §§38-7-1 through -17	1
660-5-37-.06(2)(e)	Maternity Centers	There shall be a single bed with good mattress and springs and appropriate linens and covers for each girl.	Ala. Code §§38-7-1 through -17	1
660-5-37-.06(2)(e)	Maternity Centers	No more than two girls shall share one bedroom.	Ala. Code §§38-7-1 through -17	1

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Rule Citation	Short Description	Regulatory Text	Statutory Authority	# of Discretionary Regulatory Restrictions
660-5-37-.06(2)(e)1	Maternity Centers	1. Cribs for infants <u>shall</u> have slats no more than 2 3/8 inches apart.	Ala. Code §§38-7-1 through -17	1
660-5-37-.06(2)(e)1	Maternity Centers	There <u>shall</u> be a crib for each infant.	Ala. Code §§38-7-1 through -17	1
660-5-37-.06(2)(e)1	Maternity Centers	The crib mattress <u>shall</u> fit snugly against the slats.	Ala. Code §§38-7-1 through -17	1
660-5-37-.06(2)(e)1	Maternity Centers	A crib that is known to be painted with paint containing lead <u>shall not</u> be used.	Ala. Code §§38-7-1 through -17	1
660-5-37-.06(2)(f)	Maternity Centers	(f) There <u>shall</u> be at least one toilet, one shower, and one lavatory for each four girls.	Ala. Code §§38-7-1 through -17	1
660-5-37-.06(2)(f)	Maternity Centers	Each toilet and shower or tub or tub-shower combination <u>shall</u> be located in a separate compartment.	Ala. Code §§38-7-1 through -17	1
660-5-37-.06(2)(f)	Maternity Centers	Where showers generally are used, one tub <u>shall</u> be available.	Ala. Code §§38-7-1 through -17	1
660-5-37-.06(2)(f)	Maternity Centers	Separate toilets and lavatories <u>shall</u> be available for staff and visitors.	Ala. Code §§38-7-1 through -17	1
660-5-37-.06(3)	Shelter Care Facilities	(3) Shelter Care Facilities. The general requirements pertaining to the care of children prescribed under other sections of these standards <u>shall</u> be followed in all applicable respects.	Ala. Code §§38-7-1 through -17	1
660-5-37-.06(3)(a)	Shelter Care Facilities	(a) A child of any age <u>shall</u> be permitted admission to shelter care as permitted by the facility license.	Ala. Code §§38-7-1 through -17	1
660-5-37-.06(3)(a)	Shelter Care Facilities	The local Department of Human Resources <u>shall</u> be contacted about all children admitted to shelter care...	Ala. Code §§38-7-1 through -17	1
660-5-37-.06(3)(a)	Shelter Care Facilities	The contact <u>shall</u> occur either immediately during office hours, or at 8:00 a.m. the next morning, weekends and holidays included.	Ala. Code §§38-7-1 through -17	1
660-5-37-.06(3)(a)	Shelter Care Facilities	It <u>shall</u> be permissible for those shelter care facilities that have social services, or other social service agencies serving families and children, to provide social services to runaways.	Ala. Code §§38-7-1 through -17	0

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Rule Citation	Short Description	Regulatory Text	Statutory Authority	# of Discretionary Regulatory Restrictions
660-5-37-.06(3)(a)	Shelter Care Facilities	Children admitted through agencies other than DHR <u>shall</u> have an assessment conducted at admission...	Ala. Code §§38-7-1 through -17	1
660-5-37-.06(3)(a)	Shelter Care Facilities	The shelter stay <u>shall not</u> exceed 30 days without the mutual agreement of the agency or person with planning responsibility...	Ala. Code §§38-7-1 through -17	1
660-5-37-.06(3)(a)	Shelter Care Facilities	The child's record <u>shall</u> include:	Ala. Code §§38-7-1 through -17	0
660-5-37-.06(3)(b)	Shelter Care Facilities	(b) When clothing is provided by the shelter facility it <u>shall</u> be clean and in good condition.	Ala. Code §§38-7-1 through -17	1
660-5-37-.06(3)(b)	Shelter Care Facilities	To the maximum extent possible, the child <u>shall</u> be allowed a choice in his/her clothes, and the clothes <u>must</u> be fitted to the child.	Ala. Code §§38-7-1 through -17	2
660-5-37-.06(3)(c)	Shelter Care Facilities	(c) Any child who needs immediate medical or dental treatment <u>shall</u> be referred to a licensed practicing physician or dentist for examination, and appropriate treatment <u>shall</u> be provided.	Ala. Code §§38-7-1 through -17	2
660-5-37-.06(3)(c)	Shelter Care Facilities	Financial responsibility for the provision of medical care <u>shall</u> rest with the person or agency holding legal custody and such person/agency <u>shall</u> be notified of the need for provision of medical services.	Ala. Code §§38-7-1 through -17	2
660-5-37-.06(3)(d)	Shelter Care Facilities	(d) Where shelter care is offered as one part of the program of a child care facility, a separate cottage or wing of a living unit <u>shall</u> be used exclusively for shelter care.	Ala. Code §§38-7-1 through -17	1
660-5-37-.06(3)(d)	Shelter Care Facilities	Living groups in the general program <u>shall not</u> be disrupted by receiving children for short-term care.	Ala. Code §§38-7-1 through -17	1
660-5-37-.06(3)(e)	Shelter Care Facilities	There <u>shall</u> be separate bedrooms for use by each program.	Ala. Code §§38-7-1 through -17	1
660-5-37-.06(3)(e)	Shelter Care Facilities	The age range of children served in both programs <u>shall</u> be the same.	Ala. Code §§38-7-1 through -17	1
660-5-37-.06(3)(e)	Shelter Care Facilities	The executive <u>shall</u> request prior approval in writing from the Department when it is desired to provide two programs in the same living unit.	Ala. Code §§38-7-1 through -17	1

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660-5-37-.06(3)(e)	Shelter Care Facilities	A copy of the approval <u>shall</u> be on file in the facility and with the Department.	Ala. Code §§38-7-1 through -17	1
660-5-37-.06(3)(f)	Shelter Care Facilities	(f) Bedrooms <u>shall</u> accommodate no more than four children each, unless the children in care are siblings, in which case, up to five children may be accommodated.	Ala. Code §§38-7-1 through -17	1
660-5-37-.06(3)(f)	Shelter Care Facilities	Children <u>shall</u> have their own beds.	Ala. Code §§38-7-1 through -17	1
660-5-37-.06(3)(f)(i)	Shelter Care Facilities	(i) In rooms containing only cribs for infants there shall be a minimum of 2 feet of floor space between each crib.	Ala. Code §§38-7-1 through -17	1
660-5-37-.06(3)(f)(i)	Shelter Care Facilities	Cribs <u>shall</u> have slats no more than 2 3/8 inches apart.	16 C.F.R. 1219.1, Ala. Code §§38-7-1 through -17	0
660-5-37-.06(3)(f)(i)	Shelter Care Facilities	There <u>shall</u> be a crib for each infant.	Ala. Code §§38-7-1 through -17	1
660-5-37-.06(3)(f)(i)	Shelter Care Facilities	The crib mattress <u>shall</u> fit snugly against the slats.	Ala. Code §§38-7-1 through -17	1
660-5-37-.06(3)(f)(i)	Shelter Care Facilities	A crib that is known to be painted with paint containing lead <u>shall not</u> be used.	Ala. Code §§38-7-1 through -17	1
660-5-37-.06(3)(g)	Shelter Care Facilities	(g) There <u>shall</u> be at least one toilet, one lavatory with hot and cold water, and one tub and/or shower for each 6 children.	Ala. Code §§38-7-1 through -17	1
660-5-37-.06(3)(g)	Shelter Care Facilities	Where there is more than one of these in a particular area, each <u>shall</u> be in a separate compartment.	Ala. Code §§38-7-1 through -17	1
660-5-37-.06(3)(g)	Shelter Care Facilities	Where showers generally are used, one tub <u>shall</u> be available for use if needed.	Ala. Code §§38-7-1 through -17	1
660-5-37-.06(3)(h)	Shelter Care Facilities	(h) The shelter care facility <u>shall</u> have a ratio of no more than ten (10) children for a two child care staff, and no more than eight (8) children under direct supervision of one child care worker.	Ala. Code §§38-7-1 through -17	1

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Rule Citation	Short Description	Regulatory Text	Statutory Authority	# of Discretionary Regulatory Restrictions
660-5-37-.06(3)(h)	Shelter Care Facilities	Children of the staff <u>shall</u> be included in determining the staff/child ratio.	Ala. Code §§38-7-1 through -17	1
660-5-37-.06(3)(h)	Shelter Care Facilities	Exception: During the hours of 10 PM to 7 AM, the ratio of child care workers to children <u>shall</u> not be less than one child care worker on duty for each 10 children.	Ala. Code §§38-7-1 through -17	1
660-5-37-.06(3)(h)	Shelter Care Facilities	Staff ratios <u>shall</u> be maintained in accordance with the number of children actually in care rather than in accordance with the maximum capacity.	Ala. Code §§38-7-1 through -17	1
660-5-37-.06(3)(h)	Shelter Care Facilities	However, at least one female child care worker <u>shall</u> be on duty at all times unless the shelter accepts males only.	Ala. Code §§38-7-1 through -17	1
660-5-37-.06(3)(h)	Shelter Care Facilities	If the needs of the children to be served <u>require</u> shift coverage by child care staff, an exception to the staff/child ratio may be requested.	Ala. Code §§38-7-1 through -17	0
660-5-37-.06(3)(h)	Shelter Care Facilities	The executive <u>shall</u> request prior approval in writing from the Department as to the length of shifts and the proposed staff/child ratio.	Ala. Code §§38-7-1 through -17	1
660-5-37-.06(3)(h)	Shelter Care Facilities	A copy of the approval <u>shall</u> be on file in the facility and with the Department.	Ala. Code §§38-7-1 through -17	1
660-5-37-.06(4)	Adjunct Programs	(4) Adjunct Programs. The general requirements that pertain to the care of children prescribed under other sections of these standards <u>shall</u> be followed in all applicable respects.	Ala. Code §§38-7-1 through -17	1
660-5-37-.06(4)	Adjunct Programs	Requirements under 660-5-37-.05, Physical Facilities, <u>shall not</u> apply, except that statement from Fire and Health officials <u>shall</u> be on file in the facility and with the Department.	Ala. Code §§38-7-1 through -17, §§36-19-1 through 36-19-32	0
660-5-37-.06(4)	Adjunct Programs	The executive <u>shall</u> request prior approval in writing from the Department to operate an adjunct program.	Ala. Code §§38-7-1 through -17	1
660-5-37-.06(4)	Adjunct Programs	A copy of the letter of approval from the Department <u>shall</u> be on file in the facility and with the Department.	Ala. Code §§38-7-1 through -17	0
660-5-37-.06(4)	Adjunct Programs	A child in care who participates in an approved adjunct program <u>shall</u> retain his/her placement in the regular child care facility.	Ala. Code §§38-7-1 through -17	1

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Rule Citation	Short Description	Regulatory Text	Statutory Authority	# of Discretionary Regulatory Restrictions
660-5-37-.07(1)	Application for a License	Applications for a license <u>shall</u> be made on a departmental approved form and <u>shall</u> contain all information requested on that form including social security number if the applicant is an individual.	Ala. Code §§38-7-1 through -17	2
660-5-37-.07(1)	Application for a License	The completed application <u>must</u> be returned to the Department within 30 days from the date of inquiry...	Ala. Code §§38-7-1 through -17	1
660-5-37-.07(4)	6-Month Permit	The Department's decision to issue a 6-Month Permit <u>shall</u> be after the child care facility or licensee has met the following requirements:	Ala. Code §§38-7-1 through -17	4
660-5-37-.07(5)	6-Month Permit	During this six-month period, the child care facility <u>shall</u> correct the items which were in non-compliance and report the corrections...	Ala. Code §§38-7-1 through -17	0
660-5-37-.07(5)	6-Month Permit	The child care facility <u>must</u> voluntarily surrender its full license before the Department can consider the issuance of a 6-Month Permit...	Ala. Code §§38-7-1 through -17	1
660-5-37-.07(6)	Renewal of a License	(6) Application for renewal of a license to continue operating a child care facility <u>shall</u> be made to the Department two months prior...	Ala. Code §§38-7-1 through -17	1
660-5-37-.07(6)	Renewal of a License	An updated Information Form <u>shall</u> accompany the application.	Ala. Code §§38-7-1 through -17	1
660-5-37-.07(7)	Department Visits, Inspections and Consultation	Such visits <u>shall</u> be made without prior notice.	Ala. Code §§38-7-1 through -17	1
660-5-37-.07(7)	Department Visits, Inspections and Consultation	The licensee <u>shall</u> have the opportunity to submit, in writing, information regarding complaints alleged against him and/or the child care facility, and <u>shall</u> have the opportunity for a full discussion about such complaints.	Ala. Code §§38-7-1 through -17	2
660-5-37-.07(8)	Corrective Action	The corrective action plan <u>shall</u> include: a statement of each deficiency, a description of how the deficiency <u>shall</u> be corrected, the date by which corrections <u>shall</u> be completed, and the signature of the Department's representative and the licensee/facility representative.	Ala. Code §§38-7-1 through -17	4
660-5-37-.07(9)(a)	Revocation of a License	...or make available to the Department any records <u>required</u> by the Department in making investigation of the child care facility for licensing purposes;	Ala. Code §§38-7-1 through -17	0

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660-5-37-.07(9)(a)	Revocation of a License	...provide, maintain, equip and keep in safe and sanitary condition premises established or used for child care as required by any law,	Ala. Code §§38-7-1 through -17	0
660-5-37-.07(10)	Provisions of the License	The number of children in the child care facility shall not exceed the number specified on the license except in the case of a shelter care facility.	Ala. Code §§38-7-1 through -17	1
660-5-37-.07(10)	Provisions of the License	The age range of children served shall not vary from the limits specified on the license.	Ala. Code §§38-7-1 through -17	1
660-5-37-.08(3)(a)	Pre Revocation Location and Participants	The request must be received by the hearing officer no later than 10 days prior to the pre-revocation hearing.	Ala. Code §§38-7-1 through -17	1
660-5-37-.08(3)(b)	Pre Revocation Location and Participants	The licensee/permit or approval holder must be present at the pre-revocation hearing unless the hearing officer excuses him for a specified reason.	Ala. Code §§38-7-1 through -17	1
660-5-37-.08(5)	Pre Revocation Withdrawal	(5) If, after having received notice of the pre-revocation hearing, the licensee/permit or approval holder chooses not to have a pre-revocation hearing, he must notify the hearing officer verbally or in writing.	Ala. Code §§38-7-1 through -17	1
660-5-37-.08(10)	Filing Of Complaint	All such complaints shall be filed within 30 days from the date of the decision or action in question.	Ala. Code §§38-7-1 through -17	1
660-5-37-.08(12)	Hearing Decision	(12) The decision or action of the Department on a fair hearing of any such appeal shall be final and binding and all parties shall comply.	Ala. Code §§38-7-1 through -17	1
660-5-37-.08(12)	Hearing Decision	The provisions of this section shall not apply to boarding homes and free homes as defined in this chapter.	Ala. Code §§38-7-1 through -17	0
660-5-37-.09(1)	Enrollment	(1) The DHR-BFC-610 report shall be completed and submitted monthly.	Ala. Code §§38-7-1 through -17	0
660-5-37-.09(1)	Enrollment	It is on this form that the administrator shall advise the Department in writing of the number of staff's children living in the facility.	Ala. Code §§38-7-1 through -17	1
660-5-37-.09(1)	Enrollment	Enrollment reports, indicating the number and ages of children enrolled in the facility, shall be submitted to the Department upon written request from the Department.	Ala. Code §§38-7-1 through -17	0

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660-5-37-.09(2)	Changes	(2) The following <u>shall</u> be reported in writing to the State Department Of Human Resources, Office of Licensure prior to occurrence:	Ala. Code §§38-7-1 through -17	0
660-5-37-.09(2)(a)	Changes	(a) If a change in ownership occurs, the facility <u>shall not</u> continue to operate until the new owner applies for and is issued a license/permit/approval.	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12	0
660-5-37-.09(2)(b)	Changes	(b) If a change in location occurs, the facility <u>shall not</u> continue to operate until a new license is applied for and a license/permit/approval is issued for the new location.	Ala. Code §§38-7-1 through -17	0
660-5-37-.09(2)(c)	Changes	(c) If there is a change of the director of the facility, a change of the chief executive officer of the corporation or a member of the board, alterations to the facility or grounds, or a major change to the basic operating schedule or program, the facility <u>shall not</u> continue to operate until a new license is applied for and a license/permit/ approval is issued.	Ala. Code §§38-7-1 through -17	0
660-5-37-.09(2)	Occurrence of Incidents	(2) The incidents listed below <u>shall</u> be reported to the State Department of Human Resources, Office of Licensure within 24 hours after occurrence or the first work day following the occurrence, whichever is sooner.	Ala. Code §§38-7-1 through -17	0
660-5-37-.09(2)(b)	Occurrence of Incidents	(b) any illness occurring at the facility or during away from the facility activities which <u>requires</u> emergency medical treatment;	Ala. Code §§38-7-1 through -17	0
660-5-37-.09(3)(a)	Child Abuse/Neglect Reports	(a) Any staff person is <u>required</u> to report known or suspected child abuse or neglect to the County Department of Human Resources or the local chief of police, or county sheriff.	Ala. Code §§38-7-1 through -17, 26-14-1 through 26-14-13, 26-14-3	0
660-5-37-.09(3)(a)	Child Abuse/Neglect Reports	The report <u>shall</u> be made immediately by telephone or direct oral communication, followed by a written report, containing all known information.	Ala. Code §§38-7-1 through -17, 26-14-1 through 26-14-13, 26-14-3, 26-14-5	0

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660-5-37-.09(3)(c)	Child Abuse/Neglect Reports	(c) In an investigation of a complaint of child abuse/neglect, the executive and staff shall cooperate in gathering facts relating to the allegations and shall make accessible to the investigation:	Ala. Code §§38-7-1 through -17	2
660-5-37-.09(3)(d)	Child Abuse/Neglect Reports	(d) The Executive Director of the facility shall advise the State Department of Human Resources, Office of Licensure, about the report no later than the first work day following the alleged incident.	Ala. Code §§38-7-1 through -17	0
660-5-39-.03(1)	Board of Directors	Where a board exists, the board shall perform the following functions:	Ala. Code §§38-7-1 through -17	1
660-5-39-.03(1)(a)1	The Board and the Department	The board shall consult with the Department prior to establishing a new child-placing agency, changing the purpose, goals and function of the basic program or extending services into additional program or geographic areas.	Ala. Code §§38-7-1 through -17	1
660-5-39-.03(1)(a)2	The Board and the Department	The board shall notify the Department when there is a change of the executive and/or chief officer of the board.	Ala. Code §§38-7-1 through -17	0
660-5-39-.03(1)(a)3	The Board and the Department	The board shall provide financial information to the Department.	Ala. Code §§38-7-1 through -17	0
660-5-39-.03(1)(b)1	Board Responsibilities	The board shall articulate the purpose, goal and function of the child-placing agency.	Ala. Code §§38-7-1 through -17	1
660-5-39-.03(1)(b)2	Board Responsibilities	The board shall establish written by-laws governing the organization, duties and operation of the board.	Ala. Code §§38-7-1 through -17	1
660-5-39-.03(1)(b)3	Board Responsibilities	The board shall establish written operating policies concerning organizational structure, personnel practices, and policies of serving children and their families.	Ala. Code §§38-7-1 through -17	1
660-5-39-.03(1)(b)4	Board Responsibilities	The board shall provide a plan for regular review and updating of goals, policies, purpose and procedures of the child-placing agency.	Ala. Code §§38-7-1 through -17	1
660-5-39-.03(1)(b)5	Board Responsibilities	The board shall acquaint its members with specific requirements of Minimum Standards, and familiarize itself with, and promote, progressive	Ala. Code §§38-7-1 through -17	1

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		philosophies of child care, and shall seek constantly to provide a professionally sound program for children.		
660-5-39-.03(1)(b)6	Board Responsibilities	The board shall employ a qualified executive and delegate to him/her the responsibility for administration of the child-placing agency.	Ala. Code §§38-7-1 through -17	1
660-5-39-.03(1)(c)1	The Board and Financing	The board shall be responsible for providing operating and capital funds. Financial policies and practices shall be in accordance with sound budgeting, disbursement and audit procedures.	Ala. Code §§38-7-1 through -17	1
660-5-39-.03(1)(c)2	The Board and Financing	The board shall provide evidence that sufficient funds are available to equal twenty-five percent (25%) of the projected operating budget for the first year of operation and annually thereafter.	Ala. Code §§38-7-1 through -17	1
660-5-39-.03(1)(c)2(i)	The Board and Financing	If the agency charges a fee for adoption services, the executive board shall establish a fee policy and publish it in the agency's operating policy.	Ala. Code §§38-7-1 through -17	1
660-5-39-.03(1)(c)2(i)	The Board and Financing	Such information shall be provided to individuals and families who are considering using the agency's services.		
660-5-39-.03(1)(c)2(ii)	The Board and Financing	The board shall assure that voluntary contributions are not accepted nor solicited from adoptive parents during the placement process and prior to the final order of adoption.	Ala. Code §§38-7-1 through -17	1
660-5-39-.03(1)(c)3	The Board and Financing	3. The board shall approve the annual budget and revisions, if any, to the annual budget in advance of the applicable fiscal period.	Ala. Code §§38-7-1 through -17	1
660-5-39-.03(1)(c)4	The Board and Financing	4. The board shall provide for proper bonding of board officers and agency employees who handle operating or capital funds.	Ala. Code §§38-7-1 through -17	1
660-5-39-.03(1)(c)5	The Board and Financing	5. The board shall cause to be conducted an annual or biennial audit of the financial affairs and transactions of the licensed provider by a certified public accountant not on the staff of the child-placing agency nor a member of the board and to make an annual or biennial report of the audit to the State Department of Human Resources upon completion of the report.	Ala. Code §§38-7-1 through -17	0

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660-5-39-.03(1)(c)6	The Board and Financing	6. The board <u>shall</u> provide a copy of the audit to the Department that the chief officer of the board certifies has been presented to the board as a whole.	Ala. Code §§38-7-1 through -17	0
660-5-39-.03(1)(c)6	The Board and Financing	Child-placing agencies operated by a governmental agency <u>shall</u> provide a copy of the annual report of the appropriate fiscal examining authority.	Ala. Code §§38-7-1 through -17	0
660-5-39-.03(2)	The Executive in the Absence of a Board of Directors	The executive in charge of administration, where a Board of Directors does not exist, <u>shall</u> perform the following functions:	Ala. Code §§38-7-1 through -17	1
660-5-39-.03(2)(a)1	The Executive and the Department	1. The executive <u>shall</u> consult with the Department prior to establishing a new child-placing agency, changing the purpose, goals and function of the basic program or extending services into additional program or geographic areas.	Ala. Code §§38-7-1 through -17	1
660-5-39-.03(2)(a)2	The Executive and the Department	2. The executive or the person assuming executive responsibilities <u>shall</u> notify the Department in advance when there is a change of the executive.	Ala. Code §§38-7-1 through -17	1
660-5-39-.03(2)(a)3	The Executive and the Department	3. The executive <u>shall</u> provide financial information to the Department.	Ala. Code §§38-7-1 through -17	1
660-5-39-.03(2)(b)1	Executive Responsibilities	1. The executive <u>shall</u> articulate the purpose, goal and function of the institution.	Ala. Code §§38-7-1 through -17	1
660-5-39-.03(2)(b)2	Executive Responsibilities	2. The executive <u>shall</u> establish written operating policies concerning organizational structure, personnel practices, policies of intake, care, services and discharge of children.	Ala. Code §§38-7-1 through -17	1
660-5-39-.03(2)(b)3	Executive Responsibilities	3. The executive <u>shall</u> provide a plan for regular review and updating of goals, policy, purpose, and procedures of the child-placing agency.	Ala. Code §§38-7-1 through -17	1
660-5-39-.03(2)(c)1	The Executive and Financing	1. The executive <u>shall</u> be responsible for providing operating and capital funds.	Ala. Code §§38-7-1 through -17	1
660-5-39-.03(2)(c)1	The Executive and Financing	Financial policies and practices <u>shall</u> be in accordance with sound budgeting, disbursement and audit procedures.	Ala. Code §§38-7-1 through -17	1

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660-5-39-.03(2)(c)2	The Executive and Financing	2. The executive <u>shall</u> provide evidence that sufficient funds are on hand to equal twenty-five percent (25%) of the projected operating budget for the first year of operation and annually thereafter.	Ala. Code §§38-7-1 through -17	1
660-5-39-.03(2)(c)2(i)	The Executive and Financing	(i) If the agency charges a fee, the executive <u>shall</u> establish a fee policy and publish it in the agency's operating policy.	Ala. Code §§38-7-1 through -17	1
660-5-39-.03(2)(c)2(i)	The Executive and Financing	Such information <u>shall</u> be provided to individuals and families who are considering using the agency's services.	Ala. Code §§38-7-1 through -17	1
660-5-39-.03(2)(c)2(ii)	The Executive and Financing	(ii) The executive <u>shall</u> assure that voluntary contributions are not accepted nor solicited from adoptive parents during the placement process and prior to the final order of adoption.	Ala. Code §§38-7-1 through -17	1
660-5-39-.03(2)(c)3	The Executive and Financing	3. The executive <u>shall</u> prepare the annual budget in advance of the applicable fiscal period.	Ala. Code §§38-7-1 through -17	1
660-5-39-.03(2)(c)4	The Executive and Financing	4. The executive <u>shall</u> provide for proper bonding of agency employees who handle operating or capital funds of the child-placing agency.	Ala. Code §§38-7-1 through -17	1
660-5-39-.03(2)(c)5	The Executive and Financing	5. The executive <u>shall</u> provide for an opinion audit on an annual basis by a certified public accountant not on staff of the child-placing agency.	Ala. Code §§38-7-1 through -17	1
660-5-39-.03(2)(c)5	The Executive and Financing	Such audit <u>shall</u> review the agency's operations to determine if the agency's accounting policies and practices are consistent with standard accounting principles.	Ala. Code §§38-7-1 through -17	1
660-5-39-.03(2)(c)6	The Executive and Financing	6. The executive <u>shall</u> provide a copy of the audit to the Department.	Ala. Code §§38-7-1 through -17	1
660-5-39-.03(2)(c)6	The Executive and Financing	Child-placing agencies operated by a governmental agency <u>shall</u> provide a copy of the annual report of the appropriate fiscal examining authority.	Ala. Code §§38-7-1 through -17	0
660-5-39-.03(3)(a)	Administrative Regulations	(a) A child-placing agency which provides a full range of services, including, but not limited to, adoption, foster family homes, counseling services, or financial aid, <u>shall</u> maintain an office with a resident executive and staff within the state of Alabama.	Ala. Code §§38-7-1 through -17	1

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Rule Citation	Short Description	Regulatory Text	Statutory Authority	# of Discretionary Regulatory Restrictions
660-5-39-.03(3)(a)1	Administrative Regulations	1. An out-of-state child-placing agency <u>shall</u> adhere to all applicable terms of the Interstate Compact on the Placement of Children (ICPC).	Ala. Code §§38-7-1 through -17, §§44-2-20	0
660-5-39-.03(3)(a)2	Administrative Regulations	2. An out-of-state agency placing a child in Alabama, <u>shall</u> have an Alabama licensed child placing agency or private independent practitioner to do the adoption home study, provide post-placement supervision and make reports to the Court.	Ala. Code §§38-7-1 through -17	1
660-5-39-.03(3)(b)	Administrative Regulations	(b) The child-placing agency <u>shall</u> have a manual of operating policies and procedures regarding its services.	Ala. Code §§38-7-1 through -17	1
660-5-39-.03(3)(b)	Administrative Regulations	The written policies and procedures <u>shall</u> include (where applicable), but need not be limited to, regulations pertaining to:	Ala. Code §§38-7-1 through -17	1
660-5-39-.03(3)(b)(a)	Administrative Regulations	(a) Each social work supervisor and each social worker <u>shall</u> be provided with a copy of the manual of operating policies and procedures and a copy of said manual <u>shall</u> be made available to the Department.	Ala. Code §§38-7-1 through -17	2
660-5-39-.03(3)(b)(b)	Administrative Regulations	(b) Written personnel practices and policies developed by the board (or in the absence of a board, by the executive), <u>shall</u> be on file in the child-placing agency and with the Department. A copy of personnel practices and policies <u>shall</u> be provided to each employee.	Ala. Code §§38-7-1 through -17	2
660-5-39-.03(3)(c)	Administrative Regulations	(c) Administrative files <u>shall</u> include, but are not limited to, the following:	Ala. Code §§38-7-1 through -17	1
660-5-39-.03(3)(c)1	Administrative Regulations	1. Job description for all positions, which <u>shall</u> be reviewed annually by the board and the executive;	Ala. Code §§38-7-1 through -17	1
660-5-39-.03(3)(c)3	Administrative Regulations	3. A file <u>shall</u> be established for the executive, for each employee and for each volunteer who individually has direct contact with children. The files <u>shall</u> include at least the following:	Ala. Code §§38-7-1 through -17	1
660-5-39-.03(3)(c)3(ii)(II)	Administrative Regulations	(II) A written record <u>shall</u> be made concerning any oral reference contacts and such record shall be filed in the applicant/employee record.	Ala. Code §§38-7-1 through -17	0

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660-5-39-.03(3)(c)3(ii)(III)	Administrative Regulations	(III) Reference contacts: statements from three unrelated references, including at least one previous employer, if previously employed. A written record shall be made concerning any oral reference contact and such record shall be filed in the applicant/employee's record.	Ala. Code §§38-7-1 through -17	0
660-5-39-.03(3)(c)3(iii)(I)	Medical Records Requirements	(I) Medical examination reports are required , (which shall be kept apart from general personnel files) as a separate, confidential medical record, available only under limited conditions specified under ADA/Section 504.	Ala. Code §§38-7-1 through -17	0
660-5-39-.03(3)(c)3(iii)(I)	Medical Records Requirements	All staff shall have verification of a medical examination as specified below.	Ala. Code §§38-7-1 through -17	0
660-5-39-.03(3)(c)3(iii)(II)	Medical Records Requirements	A record of the examination shall be on file with the Department or licensed child-placing agency.	Ala. Code §§38-7-1 through -17	0
660-5-39-.03(3)(c)3(iii)(II)	Medical Records Requirements	A DHR-2092, Medical Report for Out of Home Care Provider for Children revised 05/01, shall be completed, including the tests specified, and a copy placed in the provider's file.	Ala. Code §§38-7-1 through -17	0
660-5-39-.03(3)(c)3(iii)(III)	Medical Records Requirements	(III) Every two years from the initial examination (earlier if concerns regarding the mental, physical or emotional health of the employee arise) each employee shall have:	Ala. Code §§38-7-1 through -17	3
660-5-39-.03(3)(c)3(iii)(III)III	Medical Records Requirements	Said person shall not give care to children until the condition is corrected to the satisfaction of the examining licensed practicing physician and the approving agency.	Ala. Code §§38-7-1 through -17	1
660-5-39-.03(3)(c)3(iii)(III)IV	Medical Records Requirements	IV. A record of such examination(s) or physician's statement shall be on file at the child-placing agency as a separate confidential medical record.	Ala. Code §§38-7-1 through -17	0
660-5-39-.03(3)(c)3(v)	Medical Records Requirements	(v) Any report of misconduct or dereliction of duty shall be handled in accordance with the agency's personnel policies and practices, and a full report of the circumstances, the inquiry procedures followed, and the disposition made shall be recorded.	Ala. Code §§38-7-1 through -17	0
660-5-39-.03(3)(d)	Medical Records Requirements	(d) All employees of the child-placing agency shall meet the specific qualifications for their particular jobs, as stated in job description.	Ala. Code §§38-7-1 through -17	1

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660-5-39-.03(3)(e)	Medical Records Requirements	(e) All employees <u>must</u> complete a Criminal History Check and it <u>must</u> have been submitted to the ABI and FBI and clearance given, in the form of a suitability letter.	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12, 38-13-3	0
660-5-39-.03(3)(e)	Medical Records Requirements	If a previous criminal history is older than November 2000 a new criminal history check <u>shall</u> be <u>required</u> before a suitability letter will be issued.	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12, 38-13-3	0
660-5-39-.03(3)(f)	Medical Records Requirements	(f) All employees <u>must</u> be cleared through the State Central Registry for Child Abuse/Neglect.	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12, 38-13-3	0
660-5-39-.03(3)(g)	Medical Records Requirements	(g) Any staff member <u>shall</u> report to the County Department and to the Family and Children's Services Partnership any knowledge or suspicion of harm or threatened harm to a child's health or welfare through non-accidental physical or mental injury, sexual abuse or attempted sexual abuse; negligent treatment or maltreatment of a child, including failure to provide adequate food, medical treatment, clothing or shelter.	Ala. Code §§38-7-1 through -17, §§ 26-14-1 through 26-14-13	0
660-5-39-.03(3)(g)	Medical Records Requirements	Such reports <u>shall</u> be made immediately by telephone or direct oral communication followed by a written report as <u>required</u> under penalty by §§ 26-14-1 through 26-14-13, Code of Ala. 1975.	Ala. Code §§38-7-1 through -17, §§ 26-14-1 through 26-14-13	0
660-5-39-.03(3)(g)	Medical Records Requirements	The written report <u>shall</u> be made on DHR-DFC-1593, Report of Suspected Case of Child Abuse/Neglect.	Ala. Code §§38-7-1 through -17, §§ 26-14-1 through 26-14-13	0
660-5-39-.03(3)(h)	Medical Records Requirements	(h) The child-placing agency <u>shall</u> submit any reports regarding the care of children or the operation of the agency as <u>required</u> .	Ala. Code §§38-7-1 through -17	0

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660-5-39-.03(3)(h)	Medical Records Requirements	The Monthly Report of Children Under Care or Supervision (BFC-611) shall be submitted to the Department no later than the fifth day of the month following the month for which the report is made.	Ala. Code §§38-7-1 through -17	0
660-5-39-.03(3)(i)	Medical Records Requirements	(i) The child-placing agency shall submit to the Department any other reports regarding the care of children or the operation of the facility.	Ala. Code §§38-7-1 through -17	0
660-5-39-.03(4)(a)1	The Executive	1. The executive shall have a master's degree in the field of social work, psychology, education, administration, or a related field, plus five years experience in family and children's services with progressively responsible duties in supervision and/or administration.	Ala. Code §§38-7-1 through -17	1
660-5-39-.03(4)(a)2	The Executive	2. The duties of the executive shall include, but are not limited to, the following:	Ala. Code §§38-7-1 through -17	1
660-5-39-.03(4)(b)(1)	Social Workers	(1) There shall be a supervisor of social services, in addition to the executive, if there are more than the equivalent of two full-time social workers (full-time as defined according to the agency's personnel policies) or if the executive director does not have a master's degree in social work from a school of social work accredited by the Council on Social Work Education plus five years' experience in child placing.	Ala. Code §§38-7-1 through -17	1
660-5-39-.03(4)(b)(2)	Social Workers	(2) Social workers shall be licensed and shall practice social work pursuant to Code of Ala. 1975, §§34-30-1 through 34-30-58.	Ala. Code §§38-7-1 through -17	2
660-5-39-.03(4)(b)(2)(i)	Social Workers	(i) A supervisor of social services shall be licensed as a graduate social worker or a certified social worker, and shall have a minimum of two years full-time paid employment in family and children's services, including experience in child placing.	Ala. Code §§38-7-1 through -17	2
660-5-39-.03(4)(b)(2)(ii)	Social Workers	(ii) A social worker shall have at least the following qualifications:	Ala. Code §§38-7-1 through -17	3
660-5-39-.03(4)(c)1	Clerical Staff	1. Staff shall be selected on the basis of personal and technical qualifications and job descriptions.	Ala. Code §§38-7-1 through -17	1
660-5-39-.03(4)(c)2	Clerical Staff	2. A sufficient number of managerial and support workers shall be employed to carry out business, secretarial and clerical duties, such as	Ala. Code §§38-7-1 through -17	1

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		maintenance of records, correspondence, fiscal matters, and bookkeeping so that the service of the agency can be carried out.		
660-5-39-.03(4)(d)	Other Professional Staff	(d) All other professional staff employed by the child-placing agency <u>shall</u> be qualified and/or licensed in their professional field.	Ala. Code §§38-7-1 through -17	1
660-5-39-.03(4)(e)	Ancillary Staff	(e) When the child-placing agency provides the professional services offered by physicians, dentists, psychiatrists, psychologists, teachers and other specialists on a fee basis, these specialists <u>shall</u> be qualified and/or licensed in their respective fields.	Ala. Code §§38-7-1 through -17	1
660-5-39-.03(4)(f)1	Volunteers	1. If the child-placing agency uses volunteers, it <u>shall</u> :	Ala. Code §§38-7-1 through -17	3
660-5-39-.03(4)(f)2	Volunteers	2. Volunteers <u>shall</u> not be expected to assume the total responsibilities of any paid staff member.	Ala. Code §§38-7-1 through -17	1
660-5-39-.03(4)(f)3	Volunteers	3. Records <u>shall</u> be kept on the hours and activities of volunteers.	Ala. Code §§38-7-1 through -17	0
660-5-39-.03(5)(a)1	Orientation	1. New staff <u>shall</u> receive orientation within 30 days of employment.	Ala. Code §§38-7-1 through -17	1
660-5-39-.03(5)(a)2	Orientation	2. The documentation <u>shall</u> include the name of the person responsible for conducting the orientation and the date and content of the orientation.	Ala. Code §§38-7-1 through -17	1
660-5-39-.03(5)(a)2	Orientation	Completion of orientation <u>shall</u> be documented in the employee's file.	Ala. Code §§38-7-1 through -17	1
660-5-39-.03(5)(b)2	New Hire Training	2. The training <u>shall</u> consist of the following components:	Ala. Code §§38-7-1 through -17	1
660-5-39-.04(1)	Character And Suitability	(1) Applicants/licensees (see II Legal Authority, Section B, Definitions, Page 6), household members, caregivers (see II Legal Authority, Section B, Definitions, Page 6), substitutes, domestic workers, volunteers, or other persons who have contact with the children in care or unsupervised access to the children in care <u>shall</u> be of good moral character.	Ala. Code §§38-13-1 through -12	1

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660-5-39-.04(2)	Character And Suitability	(2) The applicant/licensee <u>shall</u> conduct a character and suitability review, as set forth below, of substitutes, caregivers, domestic workers, volunteers, and other persons have contact with the children or unsupervised access to the children.	Ala. Code §§38-13-1 through -12	0
660-5-39-.04(3)	Character And Suitability	(3) Factors to be considered in determining character and suitability <u>shall</u> include but need not be limited to:	Ala. Code §§38-13-1 through -12	0
660-5-39-.04(3)(a)1	References	1. At the time of initial application, each applicant for a license <u>shall</u> provide the Department with the names, addresses, and telephone numbers of at least three persons who are unrelated to the applicant or household member by blood, marriage, or adoption.	Ala. Code §§38-13-1 through -12	1
660-5-39-.04(3)(a)2	References	2. The applicant/licensee <u>shall</u> obtain at least three written references for each current and prospective caregiver, substitute, domestic worker, volunteer, or other person who has contact with the children or unsupervised access to the children.	Ala. Code §§38-13-1 through -12	1
660-5-39-.04(3)(a)2	References	References <u>shall</u> attest to the person's character, community reputation, work history, suitability to care for children or to have contact with the children.	Ala. Code §§38-13-1 through -12	1
660-5-39-.04(3)(a)2	References	Reference contacts <u>shall</u> not be related to the person by blood, marriage, or adoption.	Ala. Code §§38-13-1 through -12	1
660-5-39-.04(3)(a)2	References	Written references <u>shall</u> be kept on file at the child placing agency office.	Ala. Code §§38-13-1 through -12	1
660-5-39-.04(3)(b)1	Clearance of State Central Registry on Child Abuse/Neglect	1. At the time of initial application, a completed REQUEST FOR CLEARANCE OF STATE CENTRAL REGISTRY ON CHILD ABUSE/NEGLECT (DHR-DFC-1598) <u>shall</u> be submitted by the applicant.	Ala. Code §§38-13-1 through -12, 26-14-1 through 13	0
660-5-39-.04(3)(b)2	Clearance of State Central Registry on Child Abuse/Neglect	2. The applicant <u>shall</u> obtain a completed REQUEST FOR CLEARANCE OF STATE CENTRAL REGISTRY ON CHILD ABUSE/NEGLECT (DHR-DFC-1598) for each caregiver, substitute, volunteer, domestic worker, and	Ala. Code §§38-13-1 through -12, 26-14-1 through 13	0

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		any other person who has contact with the children or unsupervised access to the children.		
660-5-39-.04(3)(b)2	Clearance of State Central Registry on Child Abuse/Neglect	Completed forms <u>shall</u> be submitted to the Department.	Ala. Code §§38-13-1 through -12, 26-14-1 through 13	0
660-5-39-.04(3)(c)3	Criminal History Background Information Checks	3. At the time of initial application, an applicant for a license and <u>shall</u> submit, to the Alabama Bureau of Investigation, Department of Public Safety, a request for a criminal history background information check accompanied by the following:	Ala. Code §§38-13-1 through -12, 26-14-1 through 13	0
660-5-39-.04(3)(c)3(ii)	Criminal History Background Information Checks	(ii) The Mandatory Criminal History Check Notice <u>shall</u> include the following criminal history statement:	Ala. Code §§38-13-1 through -12, 26-14-1 through 13	0
660-5-39-.04(3)(c)3(iii)	Criminal History Background Information Checks	(iii) The mandatory statement <u>shall</u> be submitted to the Department of Human Resources Criminal History Checks Unit.	Ala. Code §§38-13-1 through -12, 26-14-1 through 13	0
660-5-39-.04(3)(c)3(iii)	Criminal History Background Information Checks	A copy <u>shall</u> be kept on file in the approving agency's office.	Ala. Code §§38-13-1 through -12, 26-14-1 through 13	0
660-5-39-.04(3)(c)3(v)	Criminal History Background Information Checks	(v) The mandatory statement <u>shall</u> be submitted to the Department of Human Resources Criminal History Checks Unit.	Ala. Code §§38-13-1 through -12	0
660-5-39-.04(3)(c)3(v)	Criminal History Background Information Checks	A copy <u>shall</u> be kept on file in the approving agency's office.	Ala. Code §§38-13-1 through -12, 26-14-1 through 13	0

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660-5-39-.04(3)(c)3(vii)	Criminal History Background Information Checks	A copy of the identification verification <u>shall</u> be kept on file in the approving agency's office.	Ala. Code §§38-13-1 through -12, 26-14-1 through 13	0
660-5-39-.04(3)(c)4	Criminal History Background Information Checks	4. Each substitute, caregiver, and domestic worker, volunteer, and any other person who has contact with the children or unsupervised access to the children, initially employed, or performing volunteer services on or after November 1, 2000, <u>shall</u> submit, to the Alabama Bureau of Investigation Department of Public Safety, a request for a criminal history background information check accompanied by the following:	Ala. Code §§38-13-1 through -12, 26-14-1 through 13	0
660-5-39-.04(3)(c)4(i)	Criminal History Background Information Checks	(i) Prior to or on the first day of employment, a statement <u>shall</u> be signed, which includes the mandatory statement above, indicating whether he or she has ever been convicted of a crime, and if so, fully disclosing all convictions.	Ala. Code §§38-13-1 through -12, 26-14-1 through 13	0
660-5-39-.04(3)(c)4(i)	Criminal History Background Information Checks	The mandatory statement <u>shall</u> be submitted to the Department of Human Resources Criminal History Checks Unit.	Ala. Code §§38-13-1 through -12, 26-14-1 through 13	0
660-5-39-.04(3)(c)4(i)	Criminal History Background Information Checks	A copy <u>shall</u> be kept on file in the approving agency's office.	Ala. Code §§38-13-1 through -12, 26-14-1 through 13	0
660-5-39-.04(3)(c)4(ii)	Criminal History Background Information Checks	(ii) A substitute, caregiver, volunteer, domestic worker and any other person who has contact with the children or unsupervised access to the children, who fails or refuses to sign the required Mandatory Criminal History Check Notice and complete the questions <u>shall not</u> be employed, or allowed to perform volunteer services.	Ala. Code §§38-13-1 through -12, 26-14-1 through 13	0

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660-5-39-.04(3)(c)4(v)	Criminal History Background Information Checks	(v) Within five business days of moving into the home, being employed, or beginning volunteer service the following <u>shall</u> be submitted to the Alabama Bureau of Investigation, Department of Public Safety:	Ala. Code §§38-13-1 through -12, 26-14-1 through 13	0
660-5-39-.04(3)(c)4(v)(II)	Criminal History Background Information Checks	A copy <u>shall</u> be submitted to the Department of Human Resources Criminal History Checks Unit.	Ala. Code §§38-13-1 through -12, 26-14-1 through 13	0
660-5-39-.04(3)(c)4(v)(II)	Criminal History Background Information Checks	A copy <u>shall</u> be kept on file in the approving agency's office.	Ala. Code §§38-13-1 through -12, 26-14-1 through 13	0
660-5-39-.04(3)(c)4(v)(IV)	Criminal History Background Information Checks	A copy of the identification verification <u>shall</u> be kept on file in the approving agency's office.	Ala. Code §§38-13-1 through -12, 26-14-1 through 13	0
660-5-39-.04(3)(c)4(vi)	Criminal History Background Information Checks	When no copy of the fingerprint card is available because of the electronic transmission of live scan fingerprints, written documentation from the individual or law enforcement agency that the fingerprints have been collected and transmitted <u>shall</u> be maintained on file in the approving agency's office, and sent to the Department's Criminal History Check Unit.	Ala. Code §§38-13-1 through -12, 26-14-1 through 13	0
660-5-39-.04(3)(c)4(vii)	Criminal History Background Information Checks	(vii) In situations involving a covered disability, a completed Criminal History Information Consent and Release form is <u>required</u> .	Ala. Code §§38-13-1 through -12, 26-14-1 through 13	0
660-5-39-.04(3)(c)4(vii)	Criminal History Background Information Checks	Documentation or verification of that the disability prevents fingerprinting <u>shall</u> be obtained from law enforcement or from an individual trained in fingerprinting techniques and <u>shall</u> be submitted to the Department of Public Safety and the Department of Human Resources.	Ala. Code §§38-13-1 through -12, 26-14-1 through 13	0

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660-5-39-.04(3)(c)7	Criminal History Background Information Checks	7. Upon receipt of a determination of unsuitability, the affected individual <u>shall</u> be terminated from employment or volunteer work.	Ala. Code §§38-13-1 through -12, 26-14-1 through 13	0
660-5-39-.04(3)(c)9	Criminal History Background Information Checks	The affected individual <u>shall</u> show clear and convincing evidence of successful rehabilitation.	Ala. Code §§38-13-1 through -12, 26-14-1 through 13	0
660-5-39-.04(3)(c)11	Criminal History Background Information Checks	11. If a suitability determination letter is received by the licensee from the Department's Criminal History Check Unit stating an individual is suitable for employment based on the absence of any disqualifying convictions, the licensee <u>shall</u> make his or her own determination regarding employment or volunteer work.	Ala. Code §§38-13-1 through -12, 26-14-1 through 13	0
660-5-39-.04(3)(c)12	Criminal History Background Information Checks	If the previous report cannot be obtained, a new criminal history check <u>shall</u> be <u>required</u> .	Ala. Code §§38-13-1 through -12, 26-14-1 through 13	0
660-5-39-.04(3)(c)13	Criminal History Background Information Checks	13. The licensee <u>shall</u> inform the Department of any criminal convictions and current criminal charges involving the licensee, substitutes, caregivers, domestic workers, and other persons who have contact with the children or unsupervised access to the children, which occur after a license/permit is obtained.	Ala. Code §§38-13-1 through -12, 26-14-1 through 13	0
660-5-39-.04(3)(c)13	Criminal History Background Information Checks	Such reports <u>shall</u> be made within 24 hours and followed by a written report within five (5) days.	Ala. Code §§38-13-1 through -12, 26-14-1 through 13	0
660-5-39-.04(3)(d)1	Evidence of Unsuitable Character	1. Convictions for any of the following crimes <u>shall</u> make an applicant/licensee, caregiver, substitute, domestic worker, volunteer, or	Ala. Code §§38-13-1 through -12	0

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		any other person unsuitable to hold a license/permit or have contact with the children or unsupervised access to children		
660-5-39-.04(3)(d)4	Evidence of Unsuitable Character	4. An application for a license shall be denied or a license or permit shall be suspended or revoked if the applicant/licensee, substitute, caregiver, domestic worker, volunteer, or any other person who has contact with the children or unsupervised access to the children, is determined to be of unsuitable character to work with children, to have contact with children or to have unsupervised access to children.	Ala. Code §§38-13-1 through -12, 26-14-1 through 13	0
660-5-39-.05(3)(a)	Placement	(a) At the time of admission, the child care facility shall have one of the following:	Ala. Code §§38-7-1 through -17	1
660-5-39-.05(3)(b)	Placement	(b) When a child is to be placed, appropriate representatives of the referring agency, the placing agency, appropriate family members, and, when advisable, the child shall share in the planning.	Ala. Code §§38-7-1 through -17	1
660-5-39-.05(3)(b)	Placement	There shall be developed a written case/treatment plan which shall include at least the following:	Ala. Code §§38-7-1 through -17	1
660-5-39-.06(1)	Foster Family Homes	(1) A child-placing agency with authority to approve foster homes and to place children in approved foster family boarding homes or foster family free homes shall :	Ala. Code §§38-7-1 through -17	10
660-5-39-.06(1)(d)	Foster Family Homes	The County Department shall also be notified when the home is no longer approved.	Ala. Code §§38-7-1 through -17	1
660-5-39-.06(1)(f)	Foster Family Homes	(f) A licensed child-placing agency shall not conduct or approve a foster home study on any of its employees or officials, which includes board members, volunteers or anyone else who has direct affiliation with the agency.	Ala. Code §§38-7-1 through -17	1
660-5-39-.06(1)(f)	Foster Family Homes	Arrangements must be made with another licensed child-placing agency or licensed social worker to conduct and approve the study, make a placement, provide post-placement supervision and for reapproval of the home.	Ala. Code §§38-7-1 through -17	1

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660-5-39-.06(1)(i)	Foster Family Homes	The child-placing agency <u>shall</u> share written evaluations of the child and his/her situation with the agency working with the family at no greater than six month intervals.	Ala. Code §§38-7-1 through -17	1
660-5-39-.06(1)(j)	Foster Family Homes	Placement <u>shall</u> be made only after careful consideration is given as to how well the prospective foster family will meet the child's needs and preferences.	Ala. Code §§38-7-1 through -17	1
660-5-39-.07(1)(a)	Visiting Homes For Children Living In Licensed Child Care Institutions And Group Homes	(a) A letter <u>shall</u> be written to the visiting home family advising that the home is approved for a specified period of time, not to exceed one year.	Ala. Code §§38-7-1 through -17	1
660-5-39-.07(1)(a)	Visiting Homes For Children Living In Licensed Child Care Institutions And Group Homes	The approval <u>shall</u> be for a specific child or children for either a specified visit(s) or for regular visits.	Ala. Code §§38-7-1 through -17	1
660-5-39-.07(1)(a)	Visiting Homes For Children Living In Licensed Child Care Institutions And Group Homes	One copy of the letter <u>shall</u> be sent to the agency having primary planning responsibility for the child or children, and one copy to the licensed child care institution or group home to authorize the social worker of the licensed child care institution or group home to plan directly with the visiting home parents for visits.	Ala. Code §§38-7-1 through -17	1
660-5-39-.07(1)(b)	Visiting Homes For Children Living In Licensed Child Care Institutions And Group Homes	(b) The licensed child care institution or group home with responsibility for the child <u>shall</u> be responsible for obtaining necessary authorizations for visits made by the child with the visiting parents at places other than the visiting home, both within and outside the State.	Ala. Code §§38-7-1 through -17	1
660-5-39-.08(1)(a)1	General Requirements For Adoptive Applicants	1. Applicants <u>must</u> be at least nineteen years of age.	Ala. Code §§38-7-1 through -17	1
660-5-39-.08(1)(a)3	General Requirements For Adoptive Applicants	3. Applicants, who are married, <u>must</u> have been married at least one year.	Ala. Code §§38-7-1 through -17	1
660-5-39-.08(1)(a)4	General Requirements For Adoptive Applicants	4. Applicants motivation <u>must</u> be determined and understood.	Ala. Code §§38-7-1 through -17	1

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660-5-39-.08(1)(a)5	General Requirements For Adoptive Applicants	5. Applicants <u>must</u> be financially stable.	Ala. Code §§38-7-1 through -17	1
660-5-39-.08(1)(a)7	General Requirements For Adoptive Applicants	7. Applicants are <u>required</u> to provide medical reports indicating that all family members are in good health.	Ala. Code §§38-7-1 through -17	0
660-5-39-.08(1)(a)8	General Requirements For Adoptive Applicants	8. Adoptive parents <u>must</u> provide medical treatment to children as recommended by a legally licensed physician.	Ala. Code §§38-7-1 through -17	1
660-5-39-.08(1)(a)9	General Requirements For Adoptive Applicants	9. Applications <u>shall</u> be accepted from persons of any religious faith.	Ala. Code §§38-7-1 through -17	1
660-5-39-.08(1)(a)12	General Requirements For Adoptive Applicants	12. Applicants <u>must</u> have a Criminal History Check completed and a suitability letter issued before adoptions can be completed.	Ala. Code §§38-7-1 through -17, 26-14-1 through 13	0
660-5-39-.08(1)(a)13	General Requirements For Adoptive Applicants	13. A request for clearance of State Central Registry on Child abuse/neglect (DHR-DFC-1598) shall be submitted on each applicant and household member over the age of 14 years of age.	Ala. Code §§38-7-1 through -17	1
660-5-39-.08(1)(f)	General Requirements For Adoptive Applicants	(f) A licensed child-placing agency <u>shall not</u> conduct or approve an adoptive home study on any of its employees or officials, which includes board members, volunteers or anyone else who has direct affiliation with the agency.	Ala. Code §§38-7-1 through -17	1
660-5-39-.08(1)(f)	General Requirements For Adoptive Applicants	Arrangements <u>must</u> be made with another licensed child-placing agency or licensed social worker to conduct and approve the study, make a placement, provide post-placement supervision and for reapproval.	Ala. Code §§38-7-1 through -17	1
660-5-39-.08(1)(g)	General Requirements For Adoptive Applicants	This <u>must</u> be in the child's best interest.	Ala. Code §§38-7-1 through -17	1
660-5-39-.08(1)(g)	General Requirements For Adoptive Applicants	The prospective adoptive parents <u>must</u> understand that this is an at-risk placement and be willing to accept the legal risk.	Ala. Code §§38-7-1 through -17	1
660-5-39-.09(1)	Adoption Statutes	(1) The child-placing agency <u>shall</u> ensure that the child has full protection of the law through completion of legal adoption in accordance with ...	Ala. Code §§38-7-1 through -17	1

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660-5-39-.09(2)	Adoption Statutes	(2) If the adoptive family moves to another state during the adoption process (in advance of a Final Order of Adoption being issued by the court), the agency which placed the child shall request services through the Interstate Compact on the Placement of Children...	Ala. Code §§38-7-1 through -17	1
660-5-39-.10(1)	Legal Custody	(1) Custody shall be accepted only when the child-placing agency is equipped to serve the child.	Ala. Code §§38-7-1 through -17	1
660-5-39-.11(1)	Interstate Placement Of Children	(1) In working with any out-of-state agency or individual in the placement of any child, the child-placing agency shall comply with provisions of the "Interstate Compact on the Placement of Children law"...	Ala. Code §§38-7-1 through -17, §§44-2-20	0
660-5-39-.11(1)(a)(6)	Interstate Placement Of Children	(6) in case said child, subsequent to being brought into the State of Alabama, becomes dependent, neglected, or delinquent prior to his adoption or becoming of legal age of majority, said child shall be subject to the laws of the State of Alabama as if he were a resident child of this state;	Ala. Code §§38-7-1 through -17	1
660-5-39-.11(1)(a)(8)	Interstate Placement Of Children	(8) the person with whom the child is placed shall be responsible for his proper care and training;	Ala. Code §§38-7-1 through -17	1
660-5-39-.11(1)(a)(10)	Interstate Placement Of Children	The person or agency receiving the child in Alabama shall report to the Department at such reasonable times as the Department may direct, as to the location and well-being of the child, so long as he shall remain within the State and until he shall have reached the age of eighteen years or shall have been legally adopted.	Ala. Code §§38-7-1 through -17	0
660-5-39-.12(1)	Records	(1) The child-placing agency shall maintain case records on all cases.	Ala. Code §§38-7-1 through -17	0
660-5-39-.12(1)(a)1	Confidentiality of Records and Information about Children and their Families	1. Confidential information concerning children shall not be used or disclosed for any purpose not directly concerned with the objective of care/treatment of the child as provided in the Code of Ala. 1975.	Ala. Code §§38-7-1 through -17	0
660-5-39-.12(1)(a)2	Confidentiality of Records and Information about Children and their Families	2. Confidentiality of all information about children and their families shall be maintained as follows:	Ala. Code §§38-7-1 through -17	0

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660-5-39-.12(1)(b)	Family Records	(b) The Family Record <u>shall</u> include at least the following:	Ala. Code §§38-7-1 through -17	0
660-5-39-.12(1)(c)	Child's Record	(c) For each child in foster care or adoptive placement, an individual Child's Record <u>shall</u> include at least the following:	Ala. Code §§38-7-1 through -17	0
660-5-39-.12(1)(d)	Foster Family Home Records	(d) Foster Family Home Records <u>shall</u> include at least the following:	Ala. Code §§38-7-1 through -17	0
660-5-39-.12(1)(e)	Adoptive Home Records	(e) Adoptive Home Records shall include at least the following:	Ala. Code §§38-7-1 through -17	0
660-5-39-.12(1)(f)2	Adoption Reapplication	2. A Criminal History Check must have been submitted to the ABI and FBI and clearance given, in the form of a suitability letter.	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12, 26-14-1 through 13	0
660-5-39-.12(1)(f)2	Adoption Reapplication	If it has been over 24 months, a new clearance and suitability letter will be <u>required</u> .	Ala. Code §§38-7-1 through -17, 38-13-1 through 38-13-12, 26-14-1 through 13	0
660-5-39-.13	Office Setting	The agency <u>shall</u> provide adequate and comfortable facilities for a reception room; office for interviewing, placement of children, conferences, and clerical staff; ...	Ala. Code §§38-7-1 through -17	1
660-5-39-.13	Office Setting	The agency <u>shall not</u> store agency records in a room in a personal home or have the operation of the agency in a room in a personal home.	Ala. Code §§38-7-1 through -17	1
660-5-39-.14(4)(a)	Renewal of a License	(a) Application for renewal of a permit/license to continue operating a child-placing agency <u>shall</u> be made to the Department two months prior to the expiration date of the current permit/license, and on forms prescribed by the Department. An updated Information Form <u>shall</u> accompany the application.	Ala. Code §§38-7-1 through -17	2

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660-5-39-.14(4)(d)	Renewal of a License	This report will be submitted at the time of licensing renewal and <u>must</u> be in a format form with content that is acceptable to DHR.	Ala. Code §§38-7-1 through -17	0
660-5-39-.16(2)	Appeal For A Fair Hearing And Review	All such complaints <u>shall</u> be filed within 30 days from the date of such final decision or action, ...	Ala. Code §§38-4-5 through -6	1
660-5-41-.07 VI(3)(b)	EXPUNGEMENT	If the Registry entry is one that was entered based on a criminal conviction (as reported by the AOC) or the investigation of another investigating agency (ADPH or ADMH), the individual <u>must</u> contact the entity having made the initial finding (ADPH or ADMH) or the AOC as to its submission to the Department.	42 U.S.C. § 1397	1
660-5-41-.07 VI(3)(b)	EXPUNGEMENT	The finding <u>shall</u> only be expunged from the Registry following that entity's determination that it is due to be expunged.	42 U.S.C. § 1397	1
660-5-41-.07 VI(3)(c)	EXPUNGEMENT	For those Registry entries based on the Department's investigation, the request <u>must</u> be made in writing and submitted by certified mail to:	42 U.S.C. § 1397	1
660-5-41-.07 VI(3)(c)	EXPUNGEMENT	The request <u>must</u> include, at a minimum, a detailed description of the challenge as well as copies of all relevant official documents.	42 U.S.C. § 1397	1
660-5-41-.07 VII	Clearance of Adult Protective Services Registry	Adult Abuse, Neglect and Exploitation (AANE) Clearance forms signed by the individual to be cleared <u>must</u> be submitted by mail or e-mail.	42 U.S.C. § 1397	1
660-5-42-.02	Eligibility	To be eligible for foster care, an adult recipient <u>must</u> be:	42 U.S.C. 1397	5
660-5-42-.03(1)	Financial Determination	It is expected that the client's payment <u>shall</u> be an amount at least equal to 75 percent of the SSI standard.	42 U.S.C. 1397	1
660-5-42-.03(1)	Financial Determination	Exception to the minimum payment requirement <u>must</u> be approved by the State Department of Human Resources.	42 U.S.C. 1397	1

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660-5-42-.05(1)(d)	Application And Procedures	If change of residence is made, the foster family <u>must</u> notify the County Department, who <u>must</u> determine if approval is to be continued.	42 U.S.C. 1397	1
660-5-42-.06(1)(a)	The Foster Family Home Requirements	The house <u>shall</u> meet regulations regarding sanitation, fire protection and building safety of the city or county in which it is located.	42 U.S.C. 1397, §§36-19-1 through 36-19-32	0
660-5-42-.06(1)(a)	The Foster Family Home Requirements	The foster family home and grounds <u>shall</u> be free from anything which constitutes a danger such as abandoned automobiles and household appliances, uncovered wells and cisterns, stacked lumber with exposed nails, and explosives.	42 U.S.C. 1397	1
660-5-42-.06(1)(a)	The Foster Family Home Requirements	Safeguards <u>must</u> be provided against potential hazards such as guns, poisons, medications, open fires and heaters.	42 U.S.C. 1397	1
660-5-42-.06(1)(a)1	The Foster Family Home Requirements	A smoke detector shall be installed and maintained in operating condition within ten feet of each bedroom and no more than 30 feet apart in hallways.	42 U.S.C. 1397	1
660-5-42-.06(1)(a)1	The Foster Family Home Requirements	In a two-story house (upstairs or basement) a smoke detector shall be installed and maintained in operating condition at the head of the stairway.	42 U.S.C. 1397	1
660-5-42-.06(1)(a)2	The Foster Family Home Requirements	A 2 A-10BC dry chemical fire extinguisher no less than 5 pounds in weight shall be installed and maintained in operating condition, in an accessible place in plain view, near room exits which provide an escape route.	42 U.S.C. 1397	1
660-5-42-.06(1)(a)3	The Foster Family Home Requirements	If the foster family home has a private swimming pool, inspections by the state or local health department <u>shall</u> be requested as determined necessary by the Department or foster family.	42 U.S.C. 1397, Ala. Code §§38-7-1 through -17	0
660-5-42-.06(1)(a)3	The Foster Family Home Requirements	The foster care provider <u>shall</u> make swimming pool inaccessible to the adult in foster care except when supervised by individuals who have completed a basic water safety course and have received training in Cardiovascular Pulmonary Resuscitation (CPR).	42 U.S.C. 1397	1
660-5-42-.06(1)(b)	The Foster Family Home Requirements	All windows and doors <u>shall</u> be screened against insects unless the home is air conditioned.	42 U.S.C. 1397	1

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660-5-42-.06(1)(c)	The Foster Family Home Requirements	The foster family home <u>shall</u> be maintained in clean condition.	42 U.S.C. 1397	1
660-5-42-.06(1)(d)	The Foster Family Home Requirements	All mobile homes shall conform to the National Mobile Home Construction and Safety Standard Act of 1974.	42 U.S.C. 1397, 42 U.S.C.A. § 5401 through 5426	0
660-5-42-.06(1)(d)	The Foster Family Home Requirements	Mobile homes shall comply with anchoring and tie-down requirements as specified in Code of Ala. 1975, §24-5-30 through §24-5-34.	42 U.S.C. 1397	0
660-5-42-.06(1)(e)	The Foster Family Home Requirements	The foster family home shall be located near churches, doctors, and medical facilities, stores, places of recreation, etc.	42 U.S.C. 1397	1
660-5-42-.06(1)(f)	The Foster Family Home Requirements	Every foster family home <u>shall</u> have reasonable access to a telephone. Arrangements <u>must</u> be made for 24-hour access if there is no telephone in the foster home.	42 U.S.C. 1397	1
660-5-42-.06(1)(g)	The Foster Family Home Requirements	There <u>must</u> be provided for each person in foster care a comfortable bed, sufficient drawer and closet space for clothing and a reasonable amount of other possessions (keepsakes, etc.), a comfortable chair, a table or desk.	42 U.S.C. 1397	1
660-5-42-.06(1)(g)	The Foster Family Home Requirements	The area provided for the client <u>must</u> be well-lighted, adequately ventilated, and comfortably heated and cooled.	42 U.S.C. 1397	1
660-5-42-.06(1)(g)	The Foster Family Home Requirements	If the person in foster care has physical limitations, the safeguards necessary for his safety (for instance, guard rail on bathtub) <u>must</u> be provided.	42 U.S.C. 1397	1
660-5-42-.06(1)(g)	The Foster Family Home Requirements	The client <u>shall not</u> share a bedroom with a member of the provider's family.	42 U.S.C. 1397	1
660-5-42-.06(1)(h)	The Foster Family Home Requirements	Unvented natural gas heaters are <u>prohibited</u> in bedrooms and bathrooms.	42 U.S.C. 1397	1
660-5-42-.06(1)(h)	The Foster Family Home Requirements	No stove or combustion heater <u>shall</u> be so located as to block escape in case of fire arising from malfunctioning of the stove or heater.	42 U.S.C. 1397	1

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660-5-42-.06(1)(i)	The Foster Family Home Requirements	The foster family home <u>shall</u> have adequate and appropriate facilities for the storage, protection, and preparation of food.	42 U.S.C. 13977 C.F.R. §226.1 through §226.27	0
660-5-42-.06(1)(j)	The Foster Family Home Requirements	The foster family <u>shall</u> provide the adult in foster care with wholesome, well-balanced meals including meats or meat substitutes, vegetables, milk, fruits, cereal, bread and dessert.	42 U.S.C. 1397, 7 C.F.R. §226.1 through §226.27	0
660-5-42-.06(1)(j)	The Foster Family Home Requirements	Special diets, where prescribed or recommended by a physician, <u>shall</u> be provided.	42 U.S.C. 1397, 7 C.F.R. §226.1 through §226.27	0
660-5-42-.06(1)(k)	The Foster Family Home Requirements	The services and facilities of the foster home <u>shall</u> be such that the person in foster care is not taken advantage of and the emotional and physical needs of the person in foster care are met in a way that will protect and promote the client's health, safety, comfort, and well-being.	42 U.S.C. 1397	1
660-5-42-.06(1)(l)	The Foster Family Home Requirements	A certificate of rabies vaccination <u>shall</u> be on file in the home for any animal on the premises required by law to be vaccinated.	42 U.S.C. 1397, §§3-7a-1 through 3-7a-16	0
660-5-42-.06(1)(l)	The Foster Family Home Requirements	Animals posing a threat to the health or safety of an adult in foster care <u>shall</u> be kept in an area inaccessible to the adult.	42 U.S.C. 1397	1
660-5-42-.06(2)(a)	The Foster Family Home Requirements	The foster care provider <u>shall</u> be of the age of majority.	42 U.S.C. 1397	1
660-5-42-.06(2)(a)	The Foster Family Home Requirements	For placements made on or after September 15, 1991, the foster care provider <u>shall</u> be able to read and write.	42 U.S.C. 1397	1
660-5-42-.06(2)(b)	The Foster Family Home Requirements	The foster family <u>must</u> be qualified to provide foster care by virtue of training or experience.	42 U.S.C. 1397	1
660-5-42-.06(2)(c)	The Foster Family Home Requirements	The foster family will be <u>required</u> to provide names of people to serve as a reference.	42 U.S.C. 1397	1
660-5-42-.06(2)(e)	The Foster Family Home Requirements	All members of the foster household <u>must</u> be responsible people of good character and reputation (as verified by references), and all of them <u>must</u>	42 U.S.C. 1397	2

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		be willing to accept the person in foster care into the home as a member of the family.		
660-5-42-.06(2)(e)	The Foster Family Home Requirements	All members of the household <u>must</u> be in such physical and mental health as will not be harmful to the client.	42 U.S.C. 1397	1
660-5-42-.06(2)(e)	The Foster Family Home Requirements	Since the health of the provider/household members could pose a risk to some portion of the client population to be served, a licensed practicing medical doctor's or a physician assistant's (as defined in §34-24-290(4), Code of Ala. 1975) statement indicating whether each member of the household is free of communicable and infectious disease and physically fit to provide care is <u>required</u> .	42 U.S.C. 1397	1
660-5-42-.06(2)(e)	The Foster Family Home Requirements	This statement or other verification <u>must</u> include date and results of an Intradermal Tuberculin Test (Mantoux) and if positive, date and results of a chest x-ray.	42 U.S.C. 1397	1
660-5-42-.06(2)(e)	The Foster Family Home Requirements	Where there is indication of possible disease, the members of the family <u>must</u> have tests necessary to clear any question as to the health of the individual(s) concerned; such tests are to be secured at the expense of the family.	42 U.S.C. 1397	1
660-5-42-.06(2)(e)	The Foster Family Home Requirements	A new medical <u>must</u> be obtained every four years on providers and household members under 62 years of age or every two years on providers over 62 years of age.	42 U.S.C. 1397	1
660-5-42-.06(2)(f)	The Foster Family Home Requirements	A principal <u>requirement</u> is that the home is able to meet the needs of the person in foster care.	42 U.S.C. 1397	1
660-5-42-.06(2)(f)	The Foster Family Home Requirements	The County Department <u>must</u> be immediately informed of any changes in the composition of the household.	42 U.S.C. 1397	1
660-5-42-.06(2)(g)	The Foster Family Home Requirements	The foster family <u>must</u> be flexible in their attitudes and expectations towards the adult in foster care. The foster family <u>must</u> be willing to show understanding and patience. The family <u>shall</u> have the capacity and willingness to give time and attention to the needs of the adult in foster care.	42 U.S.C. 1397	3

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660-5-42-.06(2)(h)	The Foster Family Home Requirements	If an adult is in care and the foster family desires that other plans be made for the adult, the family plans to move to another dwelling, or the family desires to relinquish the approval, the family <u>shall</u> give a two-week notice to the County Department prior to taking desired action.	42 U.S.C. 1397	1
660-5-42-.06(2)(i)	The Foster Family Home Requirements	The foster family <u>shall</u> notify the County Department before taking an adult in foster care out of the county or state.	42 U.S.C. 1397	1
660-5-42-.06(2)(j)	The Foster Family Home Requirements	The foster family home <u>must</u> have sufficient income to meet its own needs;	42 U.S.C. 1397	1
660-5-42-.06(2)(k)	The Foster Family Home Requirements	The foster family <u>must</u> not borrow money, solicit, accept or receive gifts from the foster care participant or from the participant's friends or relatives.	42 U.S.C. 1397	1
660-5-42-.06(2)(l)	The Foster Family Home Requirements	A suitable substitute care plan <u>must</u> be submitted to the Department for approval.	42 U.S.C. 1397	1
660-5-42-.06(2)(m)	The Foster Family Home Requirements	The substitute provider <u>must</u> agree to provide care in the absence of the provider in a manner which is in compliance with the policies and procedures governing the foster care program.	42 U.S.C. 1397	1
660-5-42-.06(2)(m)	The Foster Family Home Requirements	The foster care provider <u>must</u> notify the County Department of the use of a substitute care plan, regardless of the reason, for any absence of six or more hours.	42 U.S.C. 1397	1
660-5-42-.06(2)(n)	The Foster Family Home Requirements	The foster family <u>shall</u> :	42 U.S.C. 1397	5
660-5-42-.06 (3)(d)2	Exceptions	However, due to the serious nature of these offenses certain conditions <u>must</u> exist before a request for an exception will be evaluated.	42 U.S.C. 1397, Ala. Code § 38-13-1 through 38-13-12	0
660-5-42-.06 (3)(d)2	Exceptions	In the case of a felony conviction, ten years <u>must</u> have elapsed since the sentence was served or probation ended, whichever is later.	42 U.S.C. 1397, Ala. Code § 38-13-1 through 38-13-12	0

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660-5-42-.06 (3)(d)2	Exceptions	In the case of a misdemeanor, five years <u>must</u> have elapsed since the sentence was served or probation ended, whichever is later.	42 U.S.C. 1397, Ala. Code § 38-13-1 through 38-13-12	0
660-5-42-.06 (3)(d)2(i)	Exceptions	In addition to the information cited above, the Committee will <u>require</u> evidence of rehabilitation supported by credible documentation.	42 U.S.C. 1397, Ala. Code § 38-13-1 through 38-13-12	0
660-5-43-.02(1)	Eligibility	To be eligible for adult day care, an adult recipient <u>must</u> meet one of the priorities listed.	42 U.S.C. 1396n, 1397	1
660-5-45-.02(1)	Eligibility	To be eligible for adult day health an adult recipient <u>must</u> be:	42 U.S.C. 1396n, 1397	2
660-5-46-.03 (31)(a)	SUITABILITY CRITERIA	Convictions for any of the following crimes shall make an individual unsuitable for employment, volunteer work, approval, or licensure:	42 U.S.C. §5119. et sec., Ala. Code § 38-13-1 through 38-13-12	0
660-5-46-.03 (31)(b)	SUITABILITY CRITERIA	Conviction for any crime listed in the Adoption and Safe Families Act, 42 U.S.C. §671(g)(20), <u>shall</u> disqualify a person from being approved or continuing to be approved as a foster parent or adoptive parent and a convicted person <u>shall</u> be deemed unsuitable for employment, volunteer work, approval, or licensure as a foster parent or adoptive parent.	42 U.S.C. §671(g)(20)	0
660-5-46-.04(1)	Criminal Records Checks Required	Every employer, child care facility, adult care facility, the Department of Human Resources, and child placing agency <u>shall</u> request the Department of Public Safety to conduct a criminal history background information check for the following:	42 U.S.C. §5119. et sec.	0
660-5-46-.04(3)	Criminal Records Checks Required	Every employee, volunteer or applicant, for employment or a volunteer position, licensee, Department of Human Resources adoptive parent applicant or approved adoptive parent, or applicant for a license to the Department of Human Resources to operate a child care or adult care	42 U.S.C. §5119. et sec.,	0

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		facility <u>shall</u> submit two sets of fingerprints and sign a written consent to obtain the criminal history background information.	Ala. Code § 38-13-1 through 38-13-12	
660-5-46-.04(3)	Criminal Records Checks Required	In cases involving disability, a written consent to obtain available criminal history background information by name only <u>shall</u> be obtained.	42 U.S.C. §5119. et sec., Ala. Code § 38-13-1 through 38-13-12	0
660-5-46-.04(4)	Criminal Records Checks Required	Provided, however, if a license-exempt child care facility operated as part of a church ministry or religious school does not choose to comply with this chapter on a voluntary basis, then the employee or prospective employee of the child care facility <u>shall</u> request a criminal history background check, and the request <u>shall</u> be processed in the same manner as for other employees or applicants under the provisions of this chapter.	42 U.S.C. §5119. et sec., Ala. Code § 38-13-1 through 38-13-12	0
660-5-46-.04(4)	Criminal Records Checks Required	The Department of Human Resources <u>shall</u> , prior to the disbursement of any subsidized child care funds, <u>require</u> all employees and applicants of legally operating child care facilities to submit verification of the application for a criminal history background check and the results thereof when obtained.	42 U.S.C. §5119. et sec., Ala. Code § 38-13-1 through 38-13-12	0
660-5-46-.05(1)	Responsibilities Of Employers And Agencies	Every employer, child care facility, adult care facility, the Department of Human Resources, and child placing agency <u>required</u> to obtain a criminal history background information check pursuant to this chapter <u>shall</u> obtain, prior to or upon the date of employment, or issuance of a license or approval or renewal thereof, and maintain in the agency or personnel file, a request with written consent for the criminal history background information check and a statement signed by the applicant, volunteer, or employee indicating whether he or she has ever been convicted of a crime...	42 U.S.C. §5119. et sec., Ala. Code § 38-13-1 through 38-13-12	0
660-5-46-.05(1)	Responsibilities Of Employers And Agencies	The statement <u>shall</u> include a notice and questionnaire the same as or similar to the following:	42 U.S.C. §5119. et sec., Ala.	0

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			Code § 38-13-1 through 38-13-12	
660-5-46-.05(2)	Responsibilities Of Employers And Agencies	Convictions for any of the following crimes shall make an individual unsuitable for employment, volunteer work, approval, or licensure:	42 U.S.C. §5119. et sec., Ala. Code § 38-13-1 through 38-13-12	0
660-5-46-.05(4)	Responsibilities Of Employers And Agencies	An individual who fails or refuses to provide a statement shall not be employed, allowed to work or volunteer, or issued a license or approval as defined in this chapter.	42 U.S.C. §5119. et sec.	0
660-5-46-.05(5)	Responsibilities Of Employers And Agencies	No later than the five business days after employment or a reasonable time after completion of application for a license or approval, an employer, the Department of Human Resources, or child placing agency shall mail or deliver a request for a criminal history background information check to the Department of Public Safety accompanied by the following:	42 U.S.C. §5119. et sec., Ala. Code § 38-13-1 through 38-13-12	0
~~660-5-46-.05(6)~~	Responsibilities Of Employers And Agencies	Upon receipt of a determination from the Department of Human Resources that an individual is unsuitable for employment, licensure, approval, or volunteer work, an employer, the child care facility, adult care facility, child placing agency, or Department of Human Resources shall terminate the individual from employment or volunteer work or shall not employ or use the individual.	42 U.S.C. §5119. et sec.	0
660-5-46-.05(6)	Responsibilities Of Employers And Agencies	The Department of Human Resources or child placing agency shall suspend or revoke a license or approval or deny a license or approval application to an individual receiving an unsuitability determination.	42 U.S.C. §5119. et sec.	0
660-5-46-.05(7)	Responsibilities Of Employers And Agencies	If a review of a criminal history background information check or other information received reveals that the person has submitted false information, the employer, child care facility, adult care facility, child placing agency, or Department of Human Resources shall terminate the employee or volunteer.	42 U.S.C. §5119. et sec.	0

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660-5-46-.05(7)	Responsibilities Of Employers And Agencies	The Department of Human Resources or child placing agency <u>shall</u> revoke the approval or license of a person or entity when the person or entity submits false information in a review of criminal history background information check or other information.	42 U.S.C. §5119. et sec.	0
660-5-46-.05(7)	Responsibilities Of Employers And Agencies	The Department of Human Resources <u>shall</u> be notified of the false information and shall refer the case to an appropriate law enforcement agency or district attorney for investigation and prosecution.	42 U.S.C. §5119. et sec., Ala. Code § 38-13-1 through 38-13-12	0
660-5-46-.06(1)	Responsibilities Of The Applicant And Individual To Provide Information	An applicant, licensee, volunteer, or employee, upon request, <u>shall</u> submit the following items:	42 U.S.C. §5119. et sec.	5
660-5-46-.07(3)	Fees	An applicant for employment <u>shall</u> be responsible for the cost of the criminal history background information check.	42 U.S.C. §5119. et sec. , Ala. Code § 38-13-1 through 38-13-12	0
660-5-46-.07(5)	Fees	An applicant for a license or approval <u>shall</u> pay the fee for the criminal history background information check at the time the application for the license is submitted;	42 U.S.C. §5119. et sec., Ala. Code § 38-13-1 through 38-13-12	0
660-5-46-.07(6)	Fees	For an employing entity that requests a criminal history background information check on a current employee, the employing entity <u>shall</u> pay the fee for the criminal history background information check. The employee may be required to pay the fee or a portion thereof provided there <u>shall</u> be no violation of federal minimum wage requirements.	42 U.S.C. §5119. et sec., Ala. Code § 38-13-1 through 38-13-12	0
660-5-46-.08(4)	Responsibilities Of The Department Of Public Safety And The Department Of Human Resources	If no report or if only an incomplete criminal history report can be located in the files of the Department of Human Resources, the individual <u>shall</u> be <u>required</u> to submit to a new criminal history background information check.	42 U.S.C. §5119. et sec., Ala. Code § 38-13-1 through 38-13-12	0

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660-5-46-.08(5)	Responsibilities Of The Department Of Public Safety And The Department Of Human Resources	An individual with a conviction excluded by federal law from being approved as a foster or adoptive parent, as any other child care or adult care provider, or volunteer may not be considered for reinstatement.	42 U.S.C. §5119. et sec., Ala. Code § 38-13-1 through 38-13-12	0
660-5-46-.08(5)	Responsibilities Of The Department Of Public Safety And The Department Of Human Resources	In the case of a felony conviction, 10 years shall have lapsed since the sentence was served or the probation or parole ended, whichever is later, with no subsequent conviction.	42 U.S.C. §5119. et sec., Ala. Code § 38-13-1 through 38-13-12	0
660-5-46-.08(5)	Responsibilities Of The Department Of Public Safety And The Department Of Human Resources	In the case of a misdemeanor conviction, five years shall have lapsed since the sentence was served, or the probation or parole ended, whichever is later, with no subsequent conviction.	42 U.S.C. §5119. et sec., Ala. Code § 38-13-1 through 38-13-12	0
660-5-46-.08(5)	Responsibilities Of The Department Of Public Safety And The Department Of Human Resources	The individual shall affirmatively demonstrate to the Department of Human Resources successful rehabilitation by clear and convincing evidence.	42 U.S.C. §5119. et sec., Ala. Code § 38-13-1 through 38-13-12	0
660-5-49-.02(3)	Children Covered by Policy	Providers using behavior management interventions must follow these policies when designing and implementing behavior management plans for children in the custody and/or planning responsibility of DHR.	R.C. v. Hornsby, No. 88-H-1170-N, Consent Decree	1
660-5-49-.02(4)(a)	Disagreements and Grievances	However, the provider or DHR, whichever is appropriate, must give sufficient (i.e., as soon as possible, but not less than 30 days) written advance notice of the intent to withdraw services or discharge the child from placement in order to permit the child and family planning team to plan and provide appropriate alternative services or placement.	R.C. v. Hornsby, No. 88-H-1170-N, Consent Decree	1
660-5-49-.03(1)	Behavior Management Interventions	Interventions used to manage children's behaviors and must be authorized by the child and family planning team and documented in the individualized service plan.	R.C. v. Hornsby, No. 88-H-1170-N, Consent Decree	1

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660-5-49-.03(1)	Behavior Management Interventions	The most normalized least restrictive interventions <u>must</u> be used to manage behaviors before the more restrictive interventions are pursued.	R.C. v. Hornsby, No. 88-H-1170-N, Consent Decree	1
660-5-49-.03(1)(a)(ii)	General Guidelines	Decisions regarding the use of specific interventions <u>must</u> be based upon an assessment that considers, among other things, whether the safety of the child and others can be adequately met by the proposed interventions, and the behavior is being managed with the minimum physical and psychological risk to the child and others;	R.C. v. Hornsby, No. 88-H-1170-N, Consent Decree	1
660-5-49-.03(1)(a)(iv)	General Guidelines	Behavior management interventions <u>must</u> be administered in a manner which assists in establishing safety and emotional well-being for the child, offers ways for the child to gain control and have needs met without risk to personal safety or the safety of others, and demonstrates respect for the child as a person of worth and value;	R.C. v. Hornsby, No. 88-H-1170-N, Consent Decree	1
660-5-49-.03(1)(a)(v)	General Guidelines	The child's behavior must be managed in a way that promotes the child's personal growth and assists in the development of a positive self-concept;	R.C. v. Hornsby, No. 88-H-1170-N, Consent Decree	1
660-5-49-.03(1)(a)(vi)	General Guidelines	Interventions which stress the use of praise, supportive feedback and rewards <u>shall</u> be the principle methods used, and these interventions <u>must</u> be managed in a way that encourages and leads to self-regulation by the child;	R.C. v. Hornsby, No. 88-H-1170-N, Consent Decree	2
660-5-49-.03(2)	Prohibited Interventions	Interventions that infringe upon the rights of the child and family and that do not consider the child's individualized treatment needs are <u>prohibited</u> .	R.C. v. Hornsby, No. 88-H-1170-N, Consent Decree	1
660-5-49-.03(2)	Prohibited Interventions	Medication, seclusion, and restraint <u>shall not</u> be used as retaliation or punishment, for the convenience of providers and their staff or as a	R.C. v. Hornsby, No. 88-H-1170-	1

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		substitute for more appropriate and less restrictive interventions or because of inadequate staffing.	N, Consent Decree	
660-5-49-.03(2)	Prohibited Interventions	The most normalized, least restrictive measures for controlling children's behavior <u>must</u> first be implemented before pursuing more restrictive measures.	R.C. v. Hornsby, No. 88-H-1170-N, Consent Decree	1
660-5-49-.03(2)(a)	Prohibited Interventions	Prohibited interventions include, but are not limited to:	R.C. v. Hornsby, No. 88-H-1170-N, Consent Decree	8
660-5-49.04(1)(a)1	Isolation	Meals, routine medication and water <u>must</u> be provided.	R.C. v. Hornsby, No. 88-H-1170-N, Consent Decree	1
660-5-49.04(1)(a)1	Isolation	Observation of a child in isolation <u>shall</u> occur at least every 30 minutes or more often as necessary.	R.C. v. Hornsby, No. 88-H-1170-N, Consent Decree	1
660-5-49.04(1)(a)1	Isolation	The behavior management plan will describe how frequently the child <u>must</u> be observed and will authorize any restrictions imposed while the child is in isolation.	R.C. v. Hornsby, No. 88-H-1170-N, Consent Decree	1
660-5-49.04(1)(a)2	Isolation	The use of isolation <u>must</u> be authorized in advance by the child and family planning team in accordance with the ISP and behavior management plan.	R.C. v. Hornsby, No. 88-H-1170-N, Consent Decree	1
660-5-49.04(1)(a)2	Isolation	Appropriate members of the child and family planning team (e.g., mental health professional, DHR worker, residential provider) <u>shall</u> explain and	R.C. v. Hornsby, No. 88-H-1170-	1

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		assist the age-appropriate child and family to understand the need for this intervention.	N, Consent Decree	
660-5-49.04(1)(a)2	Isolation	The individuals designated to implement and monitor isolation will review the intervention frequently (e.g., weekly, bimonthly, monthly depending upon the frequency of usage) to determine if it is having the desired effect on the child, and if the desired outcome is not being achieved, isolation must be modified or discontinued.	R.C. v. Hornsby, No. 88-H-1170-N, Consent Decree	1
660-5-49.04(1)(a)3(b)2	Medication, Seclusion and Restraint	Prescriptions for medication must be made by a licensed physician who is trained in the use of medication with children and adolescents.	R.C. v. Hornsby, No. 88-H-1170-N, Consent Decree	1
660-5-49.04(1)(a)3(b)3	Medication, Seclusion and Restraint	A qualified physician must complete a thorough assessment of the child before prescribing medication in order to determine the appropriateness of prescribing the medication and to establish baseline data for monitoring its effects.	R.C. v. Hornsby, No. 88-H-1170-N, Consent Decree	1
660-5-49.04(1)(a)3(b)4	Medication, Seclusion and Restraint	There must be documented evidence in the child's record that in the physician's professional judgment, the harm or substantial property damage will occur without the benefit of the medication and that less restrictive interventions are not therapeutically indicated.	R.C. v. Hornsby, No. 88-H-1170-N, Consent Decree, Ala. Code §§38-7-1 through -17	0
660-5-49.04(1)(a)3(b)5	Medication, Seclusion and Restraint	If it appears that medication will be used to address crises in a periodic, on-going pattern with the child, a court order or informed consent must be obtained from the child (age 14 or older) and the parent(s), legal custodian, guardian or foster parent legally authorized to provide consent.	R.C. v. Hornsby, No. 88-H-1170-N, Consent Decree	1
660-5-49.04(1)(c)3	Seclusion or Restraint	If seclusion or restraint is authorized, there must be evidence in the provider's record for the child and the child's case record that the intervention is the most effective and least restrictive for managing behavior.	R.C. v. Hornsby, No. 88-H-1170-N, Consent Decree, Ala.	0

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			Code §§38-7-1 through -17	
660-5-49.04(1)(c)3	Seclusion or Restraint	The use of seclusion or restraint <u>must</u> be discontinued as soon as the child is no longer a danger and in accordance with the release criteria outlined in the QCCP's authorization/order.	R.C. v. Hornsby, No. 88-H-1170-N, Consent Decree	1
660-5-49.04(1)(c)4	Seclusion or Restraint	The provider using seclusion or restraint and the child and family planning team <u>shall</u> monitor use of the intervention to determine if it is having a positive effect on the child and whether more normalized, less restrictive interventions could be used.	R.C. v. Hornsby, No. 88-H-1170-N, Consent Decree	1
660-5-49.04(1)(d)1	Physical Environment And Care Of The Child	When a child is being restrained or secluded periodic observation of the child <u>shall</u> occur at least every 15 minutes, or more often as necessary, as well as verbal interaction with the child when appropriate;	R.C. v. Hornsby, No. 88-H-1170-N, Consent Decree	1
660-5-49.04(1)(d)1	Physical Environment And Care Of The Child	the child's physical and psychological condition <u>shall</u> be documented every 15 minutes or more frequently if indicated or ordered and vital signs <u>must</u> be taken as clinically indicated;	R.C. v. Hornsby, No. 88-H-1170-N, Consent Decree	1
660-5-49.04(1)(d)1	Physical Environment And Care Of The Child	the child <u>shall not</u> be deprived of food, fluids, toilet and bathing opportunities, and appropriate exercise;	7 C.F.R. §226.1 through §226.27, R.C. v. Hornsby, No. 88-H-1170-N, Consent Decree	0
660-5-49.04(1)(d)1	Physical Environment And Care Of The Child	the child <u>shall</u> be protected from other children and environmental hazards;	R.C. v. Hornsby, No. 88-H-1170-N, Consent Decree	1

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660-5-49.04(1)(d)1	Physical Environment And Care Of The Child	the child <u>shall</u> be protected from potential risks of self-injury; and care <u>must</u> be taken so that mechanical restraint does not restrict the flow of blood to the limbs, and protective devices are kept clean at all times.	R.C. v. Hornsby, No. 88-H-1170-N, Consent Decree	1
660-5-49.04(1)(f)1(i)	Authorization/Orders	Prior to authorization and implementation, children <u>shall</u> receive a physical evaluation to identify any medical restrictions or prohibitions associated with the use of restraints or seclusion.	R.C. v. Hornsby, No. 88-H-1170-N, Consent Decree	1
660-5-49.04(1)(f)1(ii)	Authorization/Orders	Each use of seclusion or restraint <u>must</u> be authorized by a written order from a QCCP who is physically present and has assessed the child's physical and psychological condition.	R.C. v. Hornsby, No. 88-H-1170-N, Consent Decree	1
660-5-49.04(1)(f)1(ii)(II)	Exceptions	The staff member <u>must</u> be physically present and evaluate, to the extent feasible, the child's physical and psychological condition.	R.C. v. Hornsby, No. 88-H-1170-N, Consent Decree	1
660-5-49.04(1)(f)1(ii)(II)	Exceptions	The staff member <u>must</u> consult with the QCCP as soon as possible to obtain verbal authorization to use the intervention.	R.C. v. Hornsby, No. 88-H-1170-N, Consent Decree	1
660-5-49.04(1)(f)1(ii)(II)	Exceptions	The QCCP <u>must</u> provide a written authorization/ order including any related documentation within 24 hours after implementation of the verbal authorization.	R.C. v. Hornsby, No. 88-H-1170-N, Consent Decree	1
660-5-49.04(1)(f)1(iii)	Authorization/Orders	All written authorizations/ orders (including crisis situations) <u>shall</u> include a clinical assessment of the child, a description of precipitating events and alternative interventions attempted, and the criteria for the child's release.	R.C. v. Hornsby, No. 88-H-1170-N, Consent Decree	1

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Rule Citation	Short Description	Regulatory Text	Statutory Authority	# of Discretionary Regulatory Restrictions
660-5-49.04(1)(f)1(iv)	Authorization/Orders	Children <u>must</u> be released from seclusion or restraint when the criteria for release have been met or at the end of the time frame set out in the authorization/order, whichever occurs first.	R.C. v. Hornsby, No. 88-H-1170-N, Consent Decree	1
660-5-49.04(1)(f)1(iv)	Authorization/Orders	If additional time in seclusion or restraint appears to be needed, a QCCP <u>must</u> examine the child and write a new authorization/order.	R.C. v. Hornsby, No. 88-H-1170-N, Consent Decree	1
660-5-49.04(1)(f)2	Release	A child <u>must</u> be released from seclusion or restraint when the child is no longer a danger and in accordance with the release criteria outlined in the authorization/order.	R.C. v. Hornsby, No. 88-H-1170-N, Consent Decree	1
660-5-49.04(1)(f)2	Release	A child who falls asleep in seclusion or restraint <u>shall</u> be released immediately.	R.C. v. Hornsby, No. 88-H-1170-N, Consent Decree	1
660-5-49.04(1)(f)2	Release	The person supervising the child <u>must</u> be aware of the steps necessary for the child to be released from restraint or to leave seclusion and the intervals when these steps should be attempted or repeated.	R.C. v. Hornsby, No. 88-H-1170-N, Consent Decree	1
660-5-49.04(1)(f)2	Release	If the child needs to remain in seclusion or restraint for a longer period than initially specified, a new authorization/order <u>must</u> be obtained. It <u>must</u> describe the basis for the belief that the child needs extended time in seclusion or restraint.	R.C. v. Hornsby, No. 88-H-1170-N, Consent Decree	1
660-5-49.04(1)(g)	Documentation	The use of seclusion or restraint <u>must</u> be documented in both the provider's and DHR's case records for the child.	R.C. v. Hornsby, No. 88-H-1170-N, Consent Decree, Ala.	0

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Rule Citation	Short Description	Regulatory Text	Statutory Authority	# of Discretionary Regulatory Restrictions
			Code §§38-7-1 through -17	
660-5-49-.05(1)	General Guidelines	Facilities which elect to develop their own behavior management policy <u>must</u> have the policy reviewed and approved by the State Department of Human Resources, Office of Agency Licensing.	R.C. v. Hornsby, No. 88-H-1170-N, Consent Decree	1
660-5-49-.05(1)	General Guidelines	A provider's behavior management policy <u>must</u> be explained to all DHR-placed children and their parents so the family has a clear understanding of the policy.	R.C. v. Hornsby, No. 88-H-1170-N, Consent Decree	1
660-5-49-.05(1)	General Guidelines	Providers responsible for administering and monitoring medications <u>must</u> also receive training and instruction in the dispensing, storage, and disposal of medication, and how to administer medication and monitor the effects and potential side effects.	R.C. v. Hornsby, No. 88-H-1170-N, Consent Decree	1
660-5-49-.05(1)	General Guidelines	Evidence of the proper storage, dispensing and disposal practices <u>must</u> be documented.	R.C. v. Hornsby, No. 88-H-1170-N, Consent Decree	1
660-5-49-.05(1)	General Guidelines	Facilities <u>shall</u> also maintain documentation of all training received or provided.	R.C. v. Hornsby, No. 88-H-1170-N, Consent Decree	1
660-5-49-.05(1)	General Guidelines	Training <u>must</u> meet generally accepted professional standards and be provided by a qualified source.	R.C. v. Hornsby, No. 88-H-1170-N, Consent Decree	1

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Rule Citation	Short Description	Regulatory Text	Statutory Authority	# of Discretionary Regulatory Restrictions
660-5-49-.06(3)	Designing And Implementing The Behavior Management Plan	The foster parent <u>must</u> document use of the intervention and notify the DHR worker immediately (i.e., no more than one (1) working day later) of the crisis and subsequent use of the intervention.	R.C. v. Hornsby, No. 88-H-1170-N, Consent Decree	1
660-5-49-.06(3)	Designing And Implementing The Behavior Management Plan	The residential provider <u>must</u> have a procedure in place which <u>requires</u> notification of a qualified child care professional (QCCP) who is available to assess the crisis and make decisions regarding the need for and use of the intervention.	R.C. v. Hornsby, No. 88-H-1170-N, Consent Decree	1
660-5-51-.01(2)	Youth To Be Served	These youth <u>must</u> be at least age seventeen (17) years old for independent living and sixteen (16) years old for transitional living programs and less than age twenty-one (21) years old for either program.	Public Law 106-169	0
660-5-51-.02(2)	Skill Building Components	Transitional and independent living programs <u>must</u> have components that teach youth the skills they need to live independently. These skills <u>must</u> be tailored to a youth's current level of functioning. Youth in transitional or independent living placements <u>must</u> be provided a realistic living experience in which they can take full responsibility for themselves.	Public Law 106-169, 45 C.F.R. §§1356.10 through 1356.86,	0
660-5-51-.03(1)	Transitional And Independent Living Placements Provided By Child-Placing Agencies And Residential Child Care Facilities	A pod <u>must</u> be in a specific location with a supervisor living in one of the on-site units in the pod twenty four (24) hours a day, seven days a week (i.e., 24/7).	Public Law 106-169	1
660-5-51-.03(4)	Transitional And Independent Living Placements Provided By Child-Placing Agencies And Residential Child Care Facilities	Transitional and independent living programs <u>shall prohibit</u> roomers, boarders, and persons who are not participating in their program to share housing with youth in transitional and independent living placements.	Public Law 106-169	1

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Rule Citation	Short Description	Regulatory Text	Statutory Authority	# of Discretionary Regulatory Restrictions
660-5-51-.03(5)	Transitional And Independent Living Placements Provided By Child-Placing Agencies And Residential Child Care Facilities	Residential child care facilities are <u>prohibited</u> from using mobile homes as the housing unit for transitional or independent living placements.	Public Law 106-169	1
660-5-51-.03(5)	Transitional And Independent Living Placements Provided By Child-Placing Agencies And Residential Child Care Facilities	Transitional living facilities <u>must</u> be in locations that are designated for the unique purpose of transitional living and <u>must</u> allow the residents free access to the exterior.	Public Law 106-169	2
660-5-51-.03(6)	Transitional And Independent Living Placements Provided By Child-Placing Agencies And Residential Child Care Facilities	Transitional and independent living program staff of child care placing agencies or residential child care facilities <u>must</u> adhere to the Minimum Standards by which their agency or facility is licensed and any applicable governmental or agency rules, regulations, and standards for the purpose of governing agencies that provide care or are responsible for the placement of children.	Public Law 106-169	1
660-5-51-.03(6)	Transitional And Independent Living Placements Provided By Child-Placing Agencies And Residential Child Care Facilities	Program staff <u>shall</u> participate in the planning and delivery of services to youth being considered for transitional and independent living programs and placements.	Public Law 106-169	1
660-5-51-.03(6)(a)	Transitional And Independent Living Placements Provided By Child-Placing Agencies And	Program staff <u>must</u> be employees of the DHR licensed child-placing agency or residential child care facility that is providing the transitional and/or independent living program and <u>must</u> meet the following qualifications and responsibilities.	Public Law 106-169	1

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	Residential Child Care Facilities			
660-5-51-.03(6)(a)1(i)	Qualifications	Program coordinators shall be the executive director or shall meet the minimum qualifications, as prescribed, for the “executive” in the applicable Minimum Standards; shall receive sixteen (16) hours training in “Emotional and Physical Development of Teens,” “Development of Youth’s Strengths and Assets,” and “Positive Youth Development” in addition to the training listed in the applicable Minimum Standards.	Public Law 106-169	2
660-5-51-.03(6)(a)2(i)	Qualifications	Case managers shall be twenty three (23) years of age or older. They shall be a licensed social worker per Code of Ala. 1975, §34 and practicing at the level of a licensed certified social worker (LCSW); or a licensed graduate social worker (LGSW); or a licensed bachelor social worker (LBSW) with continuing supervision from a person licensed as a certified or graduate social worker; or a professional counselor licensed under Alabama law; or a psychologist licensed under Alabama law.	Public Law 106-169	2
660-5-51-.03(6)(a)3(i)	Qualifications	Life coaches shall have a high school degree or general equivalency diploma (GED); shall meet all requirements as listed in the applicable Minimum Standards; shall be at least twenty one (21) years of age; and shall receive sixteen (16) hours training in “Emotional and Physical Development of Teens,” “Development of Youth’s Strengths and Assets,” and “Positive Youth Development” in addition to the training listed in the applicable Minimum Standards.	Public Law 106-169	4
660-5-51-.03(6)(a)3(iii)	Qualifications	Life coach to youth ratio shall be in compliance with the worker to youth ratio as stated in the Minimum Standards for Residential Child Care Facilities.	Public Law 106-169	1
660-5-51-.03(7)(a)	Requirements Specific To Independent Living	All youth desiring independent living placements must work full time or part-time, and be involved in a diploma, GED or vocational program.	Public Law 106-169	2

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660-5-51-.03(7)(a)	Requirements Specific To Independent Living	They are <u>required</u> to work with their DHR social worker and the provider agency's social worker or case manager in developing short and long-term goals to be included in their ISP.	Public Law 106-169	1
660-5-51-.03(7)(b)1	Requirements Specific To Independent Living	Youth <u>must</u> submit a weekly budget to their case manager and their DHR social worker prior to moving into independent living housing, and the budget must fall within a youth's monthly income.	Public Law 106-169	1
660-5-51-.03(7)(b)2	Requirements Specific To Independent Living	Youth <u>must</u> submit a plan for rent payments and security deposit prior to the housing lease being signed.	Public Law 106-169	1
660-5-51-.03(7)(b)4	Requirements Specific To Independent Living	Youth <u>must</u> have their own bedroom regardless of the number of youth who share housing.	Public Law 106-169	1
660-5-51-.03(7)(c)	Home Furnishings	The child care facility or child-placing agency <u>shall</u> provide youth certain articles and supplies for furnishing their home. The articles and supplies <u>must</u> include a bed and bed linens; a dining table and chairs; living or sitting room furniture; a stove and refrigerator; kitchen furnishings; and a telephone.	Public Law 106-169	1
660-5-51-.03(7)(c)1	Home Furnishings	Independent living program providers shall adhere to DHR's Telephone and Mail Contacts policy.	Public Law 106-169	1
660-5-51-.03(8)	Placement Supervision	All youth in transitional and independent living placements <u>shall</u> have twenty four (24) hour access to program staff who are responsible for monitoring the activities of youth in their programs.	Public Law 106-169	1
660-5-51-.03(8)	Placement Supervision	Program staff <u>shall</u> develop a schedule for providing supervision with guidance and supervision based on a specific youth's maturity, acquired skills, and emotional status.	Public Law 106-169	1
660-5-51-.03(8)(a)	Transitional Living	Supervision <u>shall</u> be designed so that the team may observe that the youth is practicing healthy life skills.	Public Law 106-169	1
660-5-51-.03(8)(b)	Independent Living	All youth <u>must</u> have 24/7 telephone access to independent living program staff and an alternate placement in the event the independent living placement is unsuccessful.	Public Law 106-169	2

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660-5-51-.03(8)(b)1	Independent Living	After the eighth week, supervision <u>must</u> occur no less than once a month and the individualized service planning team <u>must</u> reconvene to determine the level of on-going supervision that is needed.	Public Law 106-169	2
660-5-51-.03(8)(b)2	Independent Living	Program staff <u>must</u> contact DHR immediately when significant issues or incidents occur and the issue/incident is severe enough to risk a youth's loss of the independent living placement or the issue/incident creates a danger to the youth.	Public Law 106-169	1
660-5-51-.03(8)(b)2	Independent Living	Staff <u>must</u> also contact DHR within two (2) working days when incidents occur that are concerning to the agency/facility operating the independent living program.	Public Law 106-169	1
660-5-51-.04(1)(a)	Transitional And Independent Living Placements Provided By County DHR Approved Foster Family Homes	Youth <u>must</u> submit a weekly budget to the foster family home provider and their DHR social worker prior to moving into the placement, and this budget must fall within a youth's monthly income.	Public Law 106-169	1
660-5-51-.04(2)(a)	Physical Setting and Placement	Regardless of how many youth live in the dwelling, each <u>must</u> have a separate bedroom.	Public Law 106-169	1
660-5-51-.04(2)(b)	Physical Setting and Placement	Youth will be under the direct supervision of the foster parent and the dwelling <u>must</u> be located adjacent to or in close proximity to a foster parent's home for a youth's activities to be monitored.	Public Law 106-169	1
660-5-51-.04(2)(c)	Physical Setting and Placement	The foster family home provider <u>shall</u> provide articles and supplies for youth to furnish the home.	Public Law 106-169	1
660-5-51-.04(2)(c)	Physical Setting and Placement	The articles and supplies may be new or used, <u>must</u> be in good condition, and <u>must</u> include a bed and bed linens; a dining table and chairs; living or sitting room furniture; a stove and refrigerator; kitchen furnishings; and a telephone.	Public Law 106-169	2
660-5-51-.04(2)(c)1	Physical Setting and Placement	The foster family home provider shall adhere to DHR's Telephone And Mail Contacts policy.	Public Law 106-169	1

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Rule Citation	Short Description	Regulatory Text	Statutory Authority	# of Discretionary Regulatory Restrictions
660-5-51-.05(1)(a)	Documentation Requirements	Independent Living Intake and Orientation Checklist - Providers shall complete an intake and orientation checklist for each youth who will reside in an independent living placement.	45 C.F.R. §§1356.10 through 1356.86, Public Law 106-169	0
660-5-51-.05(1)(b)	Personal Safety Agreement	Youth who are planning to move into an independent living setting are required to review and sign the “Personal Safety Agreement.”	45 C.F.R. §§1356.10 through 1356.86, Public Law 106-169	0
660-5-51-.05(1)(b)	Personal Safety Agreement	Providers shall ensure that a new form is reviewed and signed each year that the youth remains in the independent living placement.	45 C.F.R. §§1356.10 through 1356.86, Public Law 106-169	0
660-5-51-.05(1)(c)	Monitoring Sheet For Youth In Independent Living Placements	Providers are required to complete the “Monitoring Sheet For Youth In Independent Living Placements” for each youth residing in an independent living placement.	45 C.F.R. §§1356.10 through 1356.86, Public Law 106-169	0
660-5-51-.05(1)(d)	Monthly Transitional And Independent Living Placement Report	Child-placing agencies and residential child care facilities must complete the “Monthly Transitional And Independent Living Placement Report” for each month that they have youth in a transitional or independent living placement.	45 C.F.R. §§1356.10 through 1356.86, Public Law 106-169, Ala. Code §§38-7-1 through -17	0

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Rule Citation	Short Description	Regulatory Text	Statutory Authority	# of Discretionary Regulatory Restrictions
660-5-51-.05(1)(e)	Monthly Transitional And Independent Living Placement Report	The approval <u>must</u> be reviewed, signed, and dated by the foster parent(s) providing the placement and by the County DHR Director.	Public Law 106-169, Ala. Code §§38-7-1 through -17	0