

Requirement checklist for a:

## DAY CARE CERTIFICATE OF OCCUPANCY APPLICATION

- ☐ Completed DAY CARE CERTIFICATE OF OCCUPANCY APPLICATION (2 copies)
  - ☐ Land Use Permit (signed/approved by the Municipality)
  - ☐ Detailed floor plan with all the following (2 copies):
    - Dimension of entire structure, number of floors, use of each floor, and all interior rooms on all floors.
    - Proposed area to be used for the Day Care,
    - Location of all exits and door swings.
    - Location of restroom(s) with dimensions to be used for the Day Care.
    - Location of Fire Extinguishers and Smoke Detectors.
    - Location of and stairways to be used and escape windows.
  - ☐ 2 copies of site plan (include all existing structures, any proposed structure and their distances to all lot lines)
  - ☐ Driving directions from a known landmark or intersection
- 
- ✓ After submitting all required documents your application will be reviewed.
  - ✓ PMCA will contact you to let you know if your application has been approved or denied.
  - ✓ When the project is approved you will be notified. Prior to scheduling the required occupancy inspection all charges must be paid.
  - ✓ Be advised additional fees may be applied, throughout the project, for failed or missed inspections.



Chambersburg Office: 380 Wayne Ave. Chambersburg, PA 17201 Phone: 717 496-4996  
Bedford Office: 125 S. Richard Street, Suite 102, Bedford, PA 15522 Phone: 814 310-2326  
Somerset Office: 510 Georgian Place, Somerset, PA 15501 Phone: 814 444-6112  
Adams Office: 1895B York Road, Gettysburg, PA 17325 Phone: 717 321-9046  
Email: [pmca@pacodealliance.com](mailto:pmca@pacodealliance.com) Website: <https://pacodealliance.com/>

## ► DAY CARE CERTIFICATE OF OCCUPANCY APPLICATION ◀

Official use – Permit Number \_\_\_\_\_

This application must be filled out completely in order to start the process to obtain approval to utilize a one- or two-family dwelling unit for child day care services provided for less than 24 hours, for 4 to 12 children. The dwelling unit must be used primarily as a private residence, and the provision of day care services must be secondary to the use of the dwelling unit as a residence. A UCC approval does not constitute compliance with the licensure requirements enforced by the Pennsylvania Department of Public Welfare.

- ☐ Floor Plan ☐ Plot Plan (include outside play area also)  
☐ Municipal Signed Land Use Permit ☐ Fee \$ \_\_\_\_\_ (All fees are required at the time of submittal)

\_\_\_\_\_  
Municipality

\_\_\_\_\_  
County

\_\_\_\_\_  
Tax Parcel I.D.

\_\_\_\_\_  
Location of Property specific to this request: (Complete Street City Zip)

What part of the structure/home will you occupy: ☐ 1<sup>st</sup> Floor ☐ 2nd Floor ☐ Basement ☐ Other \_\_\_\_\_

Type of Facility: ☐ Family Day Care (4 to 6 children) ☐ Group Day Care (7 to 12 children)

Number of adult care givers present at all times: \_\_\_\_\_

Is the Day Care located in a facility other than a 1 or 2 family dwelling? ☐ No ☐ Yes If yes please provide your prior permit information

Explain in detail what portion of the Structure will be used for Day Care: i.e. how much space, what floor(s), etc.

### NAME AND CONTACT INFORMATION OF THE OWNER OF THE PROPERTY:

\_\_\_\_\_  
Print Full Name

\_\_\_\_\_  
Phone (Cell and/or Land line)

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Complete Mailing Address: Street/P.O. Box

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

### NAME AND CONTACT INFORMATION OF THE APPLICANT (if different from the owner):

\_\_\_\_\_  
Print Full Name

\_\_\_\_\_  
Phone (Cell and/or Land line)

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Complete Mailing Address: Street/P.O. Box

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

I certify that I am the owner of record, or that I have been authorized by the owner of record to submit this application and that the occupancy described has been authorized by the owner of record. I agree to conform to all applicable local, state, and federal laws governing the execution of this project. I certify that the Code official or his representative shall have the authority to enter the areas in which this work is being performed, at any reasonable hour, to enforce the provisions of the Codes governing this project. I further certify that this information is true and correct to the best of my knowledge or information and belief. I understand that false statements herein are made subject to the penalties of 18 Pa.C.S. § 4904, relating to unsworn falsification to authorities. The undersigned understands that completion of this form does not allow occupancy of the premises.

APPLICANT SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

PRINT NAME (legibly): \_\_\_\_\_ Fee Enclosed \$ \_\_\_\_\_

# Minimum Inspection Requirements for In-Home Day Care Facilities

**You are required to give a diagram of your facilities, show all doorways,**

## **HOME DAY CARE FACILITIES (6 to 12 persons)**

1. How many children is the facility to be licensed for? \_\_\_\_\_
2. How many children are under the age of twelve and are related to the staff or adult caregivers and reside in the home? \_\_\_\_\_
3. What are the days and hours of operation?  
Days of the week? \_\_\_\_\_ Hours per day? \_\_\_\_\_
4. Is your building used for any purpose other than your residence and the proposed home day care?  
If yes, describe that use (use a separate sheet of paper if needed):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Is your building a: ☐ Single Family Home ☐ Duplex ☐ Apartment Building ☐ Condominium

6. How many stories is your building? \_\_\_\_\_ Is there a basement? \_\_\_\_\_

7. Does your home have a garage? ☐ Yes ☐ No

If Yes answer the following Questions:

► Is your garage used only to park your private vehicle(s) ☐ Yes ☐ No

If "No" for what purpose is the garage used? \_\_\_\_\_

If "Yes" Answer the following questions:

► Is the wall between your garage and house covered with 5/8" gypsum wallboard on the garage side?

Is there a door opening? \_\_\_\_\_

If Yes is the door into the garage of solid core or hollow core construction? \_\_\_\_\_

Does the door include a self closing latching device? \_\_\_\_\_

8. Does the area of the building used for the day care have two complying exists (see note below for details)

### **NOTE:**

An EXIT is defined as "a continuous and unobstructed means of egress to public way and shall include intervening aisles, doors, doorways, corridors, exterior exit balconies, ramps, stairways, smoke-proof enclosures, horizontal exits, exit passageways, exit courts, and yards. "

Buildings used for day care of 6 - 12 children must provide two (2) complying exits from the day care area. Basements used for day care purposes must have two (2) complying exits. Exits cannot pass through garages or other hazardous areas. Exits shall not pass through storerooms, kitchens, restrooms, closets, or spaces used for similar purposes.

An emergency escape or rescue window is not a complying second exit.

**HOME DAY CARE FACILITIES (6 to 12 persons) cont.**

9. Any room or area used for sleeping/napping must be equipped with a door or emergency escape window directly to the exterior of the building: ·

Is there a sleeping/napping room/area present in your building? ☐ Yes ☐ No

If yes, does it have an exterior door? ☐ Yes ☐ No An escape window? ☐ Yes ☐ No

**NOTE:** An emergency/ escape window is required to be 5.7 square feet of openable area, (minimum 24" height and 20" width, and the sill height no more than 44" above the floor

If the napping room or area is equipped with an escape window, does it meet the minimum requirements as stated above? ☐ Yes ☐ No

10. Is the facility located in a basement, on a second floor, or otherwise equipped with interior or exterior stairs? ☐ Yes ☐ No If Yes, complete item 'a' to 'e'

a) How wide are the stairs? \_\_\_\_\_

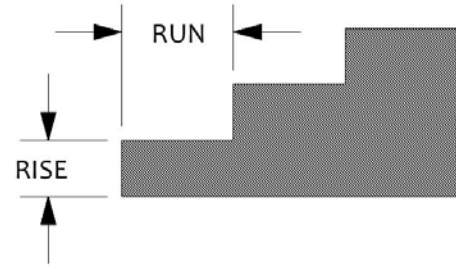
b) What is the vertical RISE (tread height) and horizontal RUN (tread width) of each stair in inches?

RISE \_\_\_\_\_ and RUN \_\_\_\_\_

c) Handrails are required on stairs. What is the diameter of the handrail? \_\_\_\_\_

d) Is the handrail height between 34 and 38 inches? If no, what is the height? \_\_\_\_\_

e) Open sided stairs, over 30" above floor or ground level, are required to have guards such as balusters/uprights or an ornamental pattern under the handrail. These must be spaced so that a 4-inch diameter ball cannot pass through any opening. Indicate if you have open stairs. If Yes indicate distances/size of spaces between balusters/uprights: \_\_\_\_\_



11. Indicate where your fire extinguishers are located in the building on the floor plan. What are the type, size, and rating of the portable fire extinguishers in your facility? \_\_\_\_\_

**NOTE:** An extinguisher rating of 2A 10BC is required and must be serviced every year. The rating is located on the label as extinguisher classification.

Your fire extinguisher(s) must be mounted on the wall not less than 4 inches off the floor and not more than 5 feet above the floor.

12. Indicate on your floor plan the location of operable smoke detector(s) located in your facility. ☐ Yes Is the smoke detector(s) powered by batteries or directly wired into the electrical system of your building? \_\_\_\_\_

**NOTE:** A smoke detector is required in every napping room and in the hallway to the sleeping/napping room. In addition, there must be one on every level. If additional information is required an Inspector will contact you.

## PHYSICAL SITE REQUIREMENTS Of a Home Day Care

### § 3280.61. Measurement and use of indoor child care space.

- a. A facility shall provide indoor child care space for individual and group small muscle activity.
- b. Indoor child care space may not be used simultaneously as play space.
- c. Indoor child care space is measured within permanent, stationary partitions or walls. The allowable number of children in a space is determined by dividing the total square feet in a space by 40.
- d. Measured indoor space includes space occupied by cupboards, shelves, furniture and equipment.
- e. Measured indoor space does not include space occupied by halls, bathrooms, offices, kitchens and locker rooms.
- f. Indoor space in which children are receiving care may not be used simultaneously for other business, commercial, social or another purpose unrelated to the child care being offered.
- g. Preschool and school-age children may not be involved in small or large muscle activity in the same group space in which children are sleeping or resting.

#### Source

The provisions of this § 3280.61 corrected April 24, 1992, effective April 4, 1992, 22 Pa.B. 2243.

#### Cross References

This section cited in 55 Pa. Code § 3270.61a (relating to overpopulation of indoor child care space—statement of policy); 55 Pa. Code § 3280.61a (relating to overpopulation of indoor child care space—statement of policy); 55 Pa. Code § 3280.13 (relating to waivers); 55 Pa. Code § 3280.53 (relating to children of an operator or a facility person); and 55 Pa. Code § 3280.221 (relating to requirements specific to school-age programs).

### § 3280.61a. Overpopulation of indoor child care space—statement of policy.

- a. This policy regarding enforcement of the requirements of § § 3270.61(c) and 3280.61(c) (relating to measurement and use of indoor child care space) is the Department's effort to afford flexibility regarding the use of indoor child care space in a child day care center and a group day care home located in any premises. The Department will not cite a facility for noncompliance with § § 3270.61(c) and 3280.61(c) if an indoor child care space is overpopulated during program time if the following conditions are met:
  - 1) The overpopulation for purposes of program activity is limited to two time periods daily not exceeding 1/2 hour in each period.
  - 2) The time of overpopulation is designated on the facility's schedule of daily activities.
  - 3) The space is not occupied by children of the infant or young toddler age levels during the time permitted for overpopulation.
  - 4) The number of children present in the overpopulated space is not more than twice the measured capacity of the space.
- b. When a facility serves meals in a space designated and measured as indoor child care space, the Department will not cite the facility for noncompliance with § § 3270.61(c) and 3280.61(c) when the space is overpopulated during lunch time if the following guidelines are observed:
  - 1) The overpopulation for lunch time is limited to times when children are eating and for a maximum of 1 hour daily.
  - 2) The time of overpopulation for the purpose of serving lunch is designated on the facility's schedule of daily activities.

- 3) The number of children present in the space does not exceed twice the measured capacity of the space.
- c. The Department's previous procedure and direction for licensing staff dictates that a facility with a space dedicated exclusively to serving meals and snacks is not measured for a capacity of children, but is inspected for other requirements that impact on the health and safety of children. The policy presented in this section does not alter the Department's previous procedure and direction.

#### Source

The provisions of this § 3280.61a adopted August 19, 1994, effective August 20, 1994, and apply retroactively to July 30, 1994, 24 Pa.B. 4213; amended September 1, 2000, effective June 1, 2000, 30 Pa.B. 4641. Immediately preceding text appears at serial pages (222239) and (204617).

### **§ 3280.62. Measurement and use of play space.**

- a. A facility shall provide outdoor or indoor play space to be used for large muscle activity which includes running, jumping, climbing and riding.
- b. Outdoor or indoor play space shall be measured at 65 square feet per child, except in the following situations:
  - 1) The minimum outdoor or indoor play space required per infant is 40 square feet.
  - 2) The minimum outdoor or indoor play space required per young or older toddler is 50 square feet.
- c. Outdoor or indoor play space shall be safe for large muscle activity.
- d. Outdoor or indoor play space in which children are receiving care may not be used simultaneously for other business, commercial, social or another purpose unrelated to the child care being offered.

#### Cross References

This section cited in 55 Pa. Code § 3280.13 (relating to waivers); 55 Pa. Code § 3280.53 (relating to children of an operator or a facility person); and 55 Pa. Code § 3280.221 (relating to requirements specific to school-age programs).

### **§ 3280.63. Unsafe areas in outdoor space.**

If unsafe areas or conditions are in or near an outdoor play space, fencing or natural barriers are required to restrict children from those unsafe areas or conditions.

#### Cross References

This section cited in 55 Pa. Code § 3280.13 (relating to waivers).

### **§ 3280.64. Outside walkways.**

Outside walkways shall be free from ice, snow, leaves, equipment and other hazards.

#### Cross References

This section cited in 55 Pa. Code § 3280.13 (relating to waivers); and 55 Pa. Code § 3280.221 (relating to requirements specific to school-age programs).

### **§ 3280.65. Protective electrical covers.**

Protective receptacle covers shall be placed in electrical outlets accessible to children 5 years of age or younger.

#### Cross References

This section cited in 55 Pa. Code § 3280.13 (relating to waivers).

### **§ 3280.66. Toxics.**

- h. Cleaning materials and other toxic materials shall be stored in an original labeled container or in a container that specifies the content. Toxics shall be kept in a locked area or in an area inaccessible to children, and shall be stored away from food, food preparation areas and child care spaces.

- i. Cleaning materials and other toxic materials shall be used in a way that does not contaminate play surfaces, food and food preparation areas and does not constitute a hazard to the children.
- j. Toxic plants are not permitted in a child care space.
- k. Arts and crafts materials shall be nontoxic.

**Cross References**

This section cited in 55 Pa. Code § 3280.13 (relating to waivers); and 55 Pa. Code § 3280.81 (relating to toilet area).

**§ 3280.67. Sanitation.**

- a. Trash shall be removed from the facility at least once per day.
- b. Trash shall be removed from the facility grounds at least once per week.
- c. Evidence of infestation of insects or rodents in the facility is not permitted.
- d. Trash that has been contaminated by human secretion or excrement shall be kept in closed plastic-lined receptacles.

**Cross References**

This section cited in 55 Pa. Code § 3280.13 (relating to waivers); and 55 Pa. Code § 3280.221 (relating to requirements specific to school-age programs).

**§ 3280.68. Smoking.**

- a. Cigarettes, pipes or cigars may not be smoked in a child care space, a play space or a food preparation area when children are in care or when food is being prepared.
- b. Ashes and cigarette or cigar butts are prohibited in a child care space, a play space or a food preparation area.

**Cross References**

This section cited in 55 Pa. Code § 3280.13 (relating to waivers).

**§ 3280.69. Water.**

- a. Hot water temperature, in areas accessible to children, may not exceed 110° F.
- b. A safe and adequate supply of drinking water shall be made available to children of all ages throughout the day.
- c. Drinking water shall be provided to children who are out-of-doors for a period exceeding 1 hour.

**Cross References**

This section cited in 55 Pa. Code § 3280.13 (relating to waivers); and 55 Pa. Code § 3280.221 (relating to requirements specific to school-age programs).

**§ 3280.70. Indoor temperature.**

- a. The indoor temperature shall be at least 65° F.
- b. If the indoor temperature exceeds 85° F in a child care space, a means of mechanical air circulation shall be operating.

**Cross References**

This section cited in 55 Pa. Code § 3280.13 (relating to waivers).

**§ 3280.71. Hot water pipes and other sources of heat.**

Hot water pipes and other sources of heat exceeding 110° F that are accessible to children shall be equipped with protective guards or shall be insulated to prevent direct contact.

**Cross References**

This section cited in 55 Pa. Code § 3280.13 (relating to waivers).

**§ 3280.72. Ventilation.**

- a. Natural or mechanical ventilation shall be provided in child care spaces.
- b. Windows or doors used for ventilation shall be screened when open.
- c. Screens shall be in good repair.
- d. Windows or door above the ground floor that open directly to the outdoors and are accessible to children shall be constructed, modified or adapted to limit the opening to 6 or fewer inches.

#### Cross References

This section cited in 55 Pa. Code § 3280.13 (relating to waivers); and 55 Pa. Code § 3280.221 (relating to requirements specific to school-age programs).

### § 3280.73. Telephone.

A facility shall have an operable telephone. A facility that has an unpublished telephone number shall make the number available to the parent, the release persons of the children in care, an agency that oversees or funds the facility and the appropriate regional office of the Department.

#### Cross References

This section cited in 55 Pa. Code § 3280.13 (relating to waivers); and 55 Pa. Code § 3280.221 (relating to requirements specific to school-age programs).

### § 3280.74. Emergency telephone numbers.

Telephone numbers of the nearest hospital, police department, fire department, ambulance and poison control center shall be posted by each telephone in the facility.

#### Cross References

This section cited in 55 Pa. Code § 3280.13 (relating to waivers); and 55 Pa. Code § 3280.221 (relating to requirements specific to school-age programs).

### § 3280.75. First-aid kit.

- a. A first-aid kit shall be kept in a facility.
- b. A first-aid kit shall be inaccessible to children.
- c. A first-aid kit shall contain the following: soap, an assortment of adhesive bandages, sterile gauze pads, tweezers, tape, scissors and Syrup of Ipecac. Instructions for use of the Syrup of Ipecac shall be included as described at § 3280.133(9) (relating to child medication and special diets).
- d. One first-aid kit per child care group shall accompany children and facility persons on excursions from the facility.

#### Cross References

This section cited in 55 Pa. Code § 3280.13 (relating to waivers); and 55 Pa. Code § 3280.178 (relating to transportation first-aid kit).

### § 3280.76. Building surface requirements.

Floors, walls, ceilings and other surfaces, including the facility's outdoor play space surfaces, shall be kept clean, in good repair and free from visible hazards.

#### Cross References

This section cited in 55 Pa. Code § 3280.13 (relating to waivers); and 55 Pa. Code § 3280.221 (relating to requirements specific to school-age programs).

### § 3280.77. Paint.

- a. Peeled or damaged paint or damaged plaster is not permitted on indoor or outdoor surfaces in the child care facility.
- b. When indoor or outdoor surfaces are repaired or when new indoor or outdoor surfaces are painted, the paint may not contain more than .06% lead.
- c. A child may not be present during removal of paint from the indoor or outdoor surfaces of a facility.



- d. Removal, clean-up and disposal of leaded paint dust and debris shall be accomplished in a manner that avoids dispersal of dust and debris into the environment.
- e. Abrasive removal methods which include dry sanding, electrical sanding and sandblasting, or open flame burning, or a removal process that permits the release of leaded particulate material into the environment are prohibited.
- f. Dust and debris generated by removal shall be disposed of in accordance with applicable Federal, State and local regulations.
- g. Child care may resume when the removal process is completed and when accompanying debris is removed.

#### Cross References

This section cited in 55 Pa. Code 3280.13 (relating to waivers).

### **§ 3280.78. Lighting.**

Rooms, hallways, stairways, outside steps, porches and ramps shall be lighted by artificial or natural light.

#### Cross References

This section cited in 55 Pa. Code 3280.13 (relating to waivers); and 55 Pa. Code § 3280.221 (relating to requirements specific to school-age programs).

### **§ 3280.79. Firearms.**

- a. If the facility is located in a building or a space which is not a residence, weapons, firearms and ammunition are prohibited.
- b. If the facility is located in a residence, weapons and firearms shall be contained in a locked cabinet.
- c. If the facility is located in a residence, ammunition shall be contained in a locked area separate from weapons and firearms.
- d. If the facility is located in a residence, the operator shall notify the parent when weapons, firearms or ammunition are present at the facility.

#### Cross References

This section cited in 55 Pa. Code 3280.13 (relating to waivers); and 55 Pa. Code § 3280.221 (relating to requirements specific to school-age programs).

### **§ 3280.80. Glass.**

A visual strip or other visual identification shall be placed on glass located in a traffic area, a child care space or a play space.

#### Cross References

This section cited in 55 Pa. Code 3280.13 (relating to waivers).

### **§ 3280.81. Toilet area.**

- a. A facility shall have at least one indoor flushing toilet and one sink. Running water shall be available at the sink.
- b. A training chair is not a flushing toilet. Training chairs may be used, if emptied and sanitized after each use. A sanitizing solution of 1/4 cup bleach to 1 gallon of water may be used. A sanitizing solution shall be treated as a toxic under 3280.66 (relating to toxics).
- c. Toilets and training chairs shall be located in rooms separate from rooms used for cooking or eating.

#### Cross References

This section cited in 55 Pa. Code 3280.13 (relating to waivers); and 55 Pa. Code 3280.221 (relating to requirements specific to school-age programs).

## **FIRE SAFETY REQUIREMENTS Of an Home Day Care**

### **§ 3280.91. Exits.**

- a. Stairways, hallways, exits from rooms, exits from the facility and other means of egress serving as an exit shall be unobstructed.
- b. Protective gates are permitted, if they open easily and are not disapproved by building codes or local ordinances.
- c. If a door or doorway opens or exits directly into a stairwell and if there is no landing beyond the door or doorway, the door shall be restricted from opening or shall be removed and a secure barrier to prevent access to the stairwell shall be erected.

#### **Cross References**

This section cited in 55 Pa. Code § 3280.221 (relating to requirements specific to school-age programs).

### **§ 3280.92. Space heaters.**

- a. Portable space heaters, if allowed by local ordinance, may be used while children are in care, if the units are used in accordance with the manufacturer's operating instructions.
- b. Fixed and portable space heaters shall be insulated or equipped with protective guards.
- c. The manufacturer's instructions for use shall be kept in an accessible area in the facility.
- d. A fixed space heater shall be approved for use by a local firesafety professional. Written approval of the installation and written approval for use shall be on file at the facility.

#### **Cross References**

This section cited in 55 Pa. Code § 3280.221 (relating to requirements specific to school-age programs).

### **§ 3280.93. Fireplaces and woodburning and coalburning stoves.**

Fireplaces, fireplace inserts or woodburning and coalburning stoves, if allowed by local ordinance, shall be securely screened or equipped with protective guards while in use.

#### **Cross References**

This section cited in 55 Pa. Code § 3280.221 (relating to requirements specific to school-age programs).

### **§ 3280.94. Fire drills.**

- a. A fire drill shall be held at least every 60 days. Staff persons, volunteers and children in attendance shall participate in the fire drill and shall exit the facility, weather permitting.
- b. A written record shall be kept of the date, the time of day, the hypothetical location of the fire, the evacuation time, the names of the facility persons and the number of children participating in the fire drill.
- c. Fire drills shall be held at different times of the day or night, or both, if applicable.
- d. Fire drills shall be held during various program activity times.
- e. Hypothetical locations of the fire shall be changed for each drill.
- f. Evacuation routes shall be posted.
- g. Evacuation plans shall provide for removal of all persons from the facility in a single trip.

#### **Cross References**

This section cited in 55 Pa. Code § 3280.221 (relating to requirements specific to school-age programs).

## **Requirements for Regulated Child Care Facilities**

Per the Department of Public Welfare Web Site

The following must be approved by the state Department of Labor and Industry and by the Department of Public Welfare (DPW) to ensure site and building safety.

- ✓ Licensed Day Care Centers
- ✓ Group Day Care Homes
- ✓ Registered Family Day Care Homes

**Child care facilities must maintain qualified staff and meet child-to-staff ratios.**

- Infants (birth to 12 months); 4 children to 1 staff
- Young toddlers (13 months to 24 months); 5 children to 1 staff
- Older toddlers (25 months to 36 months); 6 children to 1 staff
- Preschoolers (37 months to entry into 1st grade); 10 children to 1 staff
- Young school age (1st grade to 3rd grade); 12 children to 1 staff
- Older school age (4th grade to 15 years); 15 children to 1 staff

When children of different age levels are combined in one group, child care facilities must meet the child-to-staff ratio required for the youngest child in the group.

**Child care facilities must provide nutritious meals.**

**Child care facilities must meet health requirements for children.**

When children are enrolled in a child care center, they must meet two basic health requirements:

- Each child must have a health exam by a licensed physician or nurse practitioner within 60 days of admission.
- Parents must provide documentation of appropriate immunizations.

**Child care facilities must provide learning opportunities for children.**

After children are enrolled, child care facilities must follow these guidelines...

- When children are sick, facilities must promptly notify the parent or guardian and prepare an illness report to be signed by the parent.
- Each facility must stock basic first-aid equipment, and its staff must be competent in first-aid techniques.
- Child care staff must have an annual health examination by a licensed physician or nurse practitioner and be free of communicable diseases.
- Child care staff must report any injury that requires a child to be hospitalized or treated in an emergency room to the DPW regional day care office within 24 hours.
- Child care staff are required to report suspected child abuse.
- Child care providers must have written consent from a physician or the child's parent to dispense any medication.

**Be aware of child care regulations**

Read Pa's child care regulations. Child care providers are required to post a copy of the regulations in a public location. You may also get a copy of the Child Care Service Regulations on-line or by calling your Regional Day Care Office.

### Child Care Regulations

- 55 Pa. Code, [Chapter 3270](#), Child Day Care Centers
  - 55 Pa. Code, [Chapter 3280](#), Group Day Care Homes
  - 55 Pa. Code, [Chapter 3290](#), Family Day Care Homes
  - 55 Pa. Code, [Chapter 3300](#), Specialized Day Care Services for Children with Disabilities
- ✓ Call the Child Care Works toll-free helpline -- 1-877-4-PA-KIDS -- for additional child care information.
- ✓ Locate the [regional licensing office in your area](#).

### Types of Child Day Care Facilities

- **Child Day Care Center** - A child day care facility in which seven or more children who are not related to the operator receive child care. A child day care center must have a certificate of compliance ("license") from the Department of Public Welfare in order to legally operate.
  - **Group Day Care Home** - A child day care facility in which seven through 12 children of various ages or in which seven through 15 children from 4th grade through 15 years of age who are not related to the operator receive child care. A group day care home must have a certificate of compliance ("license") from the Department of Public Welfare in order to legally operate.
  - **Family Day Care Home** - A child day care facility located in a home in which four, five or six children who are not related to the caregiver receive child care. A family day care home must have a certificate of registration from the Department of Public Welfare in order to legally operate.
  - **Relative/Neighbor Care** - A child day care setting in which three or fewer children unrelated to the caregiver receive child care. A relative/neighbor caregiver may also care for as many as six grandchildren. The ratios for grandchildren to unrelated children are:
    - 3 unrelated children / 3 grandchildren
    - 2 unrelated children / 4 grandchildren
    - 1 unrelated child / 5 grandchildren
    - 0 unrelated children / 6 grandchildren
- ✓ A relative/neighbor caregiver is not required to have a certificate of compliance or registration from the Department of Public Welfare but may participate in the subsidized child care program. See [Background/CareCheck](#) requirements **ONLY** if the child's care is being subsidized by the Department of Public Welfare.

## DIRECTIONS TO THE SITE LOCATION

Please give directions to the work site from a known landmark and/or intersection. Use a directional drawing also in the space provided below if that would assist.

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Site Street Address: \_\_\_\_\_

Directions: \_\_\_\_\_

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Use this space if needed to further clarify the site location:

Please Note: Inspectors cannot inspect what they cannot find, Be certain the directions are clear. Use Road or Street names, distances between turn offs, and the direction of that travel (North South East or West). Landmarks are very helpful.