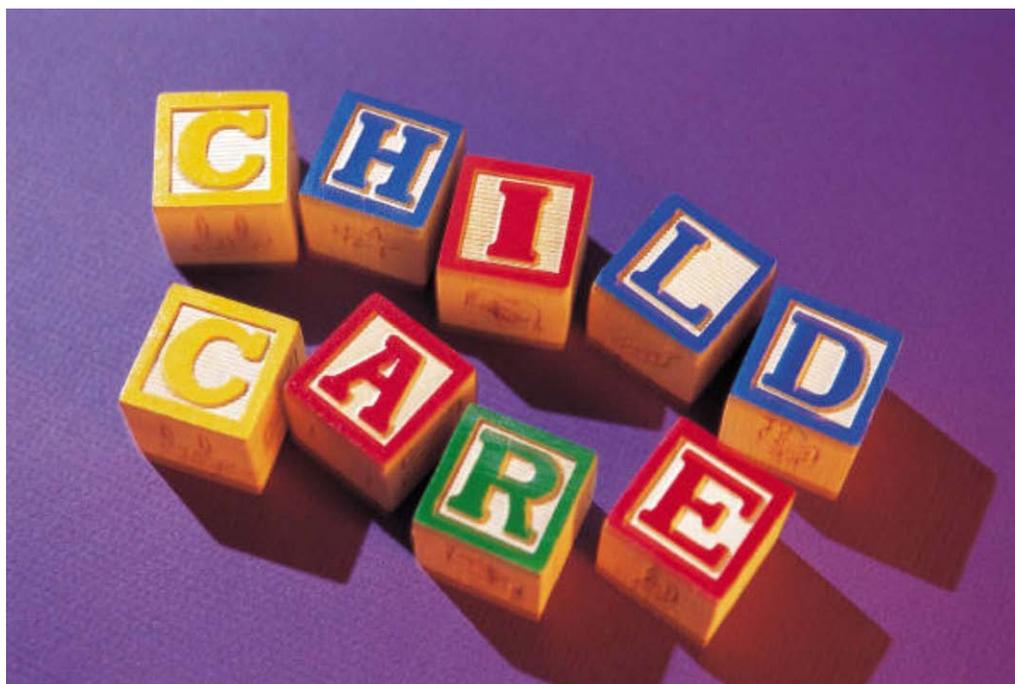


Planning Your Facility

Physical Plant, Materials, and Equipment

Maryland State Department of Education
Division of Early Childhood Development
Office of Child Care

Resource Guide



2012

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Note: For more information see “Program Requirements – Curriculum” Resource Guide.

Introduction

Planning is critical when contemplating opening a child care center. The facility must meet all child care licensing regulations and local county requirements.

The Office of Child Care, Licensing Branch will work with you upon receipt of a Notice of Intent, to ensure that all requirements are met prior to issuing a license. A licensing specialist or other staff person will be assigned to work with you every step of the way. It is imperative that when working with your assigned licensing specialist or staff person, you keep them informed of your plans and get approval to proceed with those plans. Your licensing specialists will be a good resource for technical assistance as well as your local Child Care Resource Center.

This resource guide outlines major items that must be considered when planning a child care center, such as, the use of names, physical plant and equipment, measuring space, first aid supplies, and program requirements to include materials and equipment.

PHYSICAL PLANT AND EQUIPMENT

1. Building Safety.

- A. The building for a center must be:
- (1) Maintained in good repair;
 - (2) Free from health and safety hazards as identified by the office; and
 - (3) Clean and free from infestation of insects and rodents.
- B. The child care center must comply with all applicable State and local codes, including but not limited to zoning, building, plumbing, gas, electrical, sewage disposal, drinking water, environment, health, and fire.
- C. If the child care center will be for school age children, located in a school building and operates before and after school hours, you will not be required to meet Office of Child Care (OCC) regulations relative to physical plant of the center if OCC regulations exceeds requirements imposed by the county or the local board of education with respect to the school building.

2. Accessibility.

Ensure that an access road on center property permits passage by emergency vehicles during times when children will be in care.

3. Indoor Space.

A. A minimum of 35 square feet of floor space must be provided for each child in care.

B. In calculating the square footage of floor space provided for each child, the following may not be included:

- (1) Any floor space, rooms, or areas that are not suitable or available for the daily program activities of the children, such as but not limited to columns, vestibules, and corridors, food preparation areas, kitchens, bathrooms, adult work areas, permanently equipped isolation areas or sleeping rooms, storage units, and storage space; and
- (2) Furniture, except for:
 - (a) Children's chairs and tables which are non fixed and multipurpose;
 - (b) Moveable equipment used for infant care, such as high chairs and swings;
 - (c) Moveable play equipment;
 - (d) An adult-size rocking chair or other adult-size comfortable chair;
 - (e) An adult-size couch; and
 - (f) Open shelves for children's daily activities.

C. In centers that care for infants or toddlers, diapering stations shall be included in calculating the square footage of floor space provided for each child.

4. Lead-Safe Environment.

A. Paint with lead content may not be used on any:

- (1) Exterior or interior surface of the facility; or
- (2) Material or equipment used for child care purposes.

B. If the child care center is a residential rental property constructed before 1950, which is an affected property as defined by Environment Article, §6-801(b), Annotated Code of Maryland, a copy of the current lead risk reduction or lead free certificate must be submitted to OCC.

C. If the facility was constructed before 1978 and is not certified lead free pursuant to Environment Article, §6-804(a)(2)(i), Annotated Code of Maryland, you must:

(1) Ensure there is no chipping, peeling, flaking, chalking, or deteriorated paint on any surface of an interior or exterior area of the facility that is used for child care;

(2) If deterioration of a surface in an area to be used for child care is noted, or if renovation of the premises occurs that disturbs a painted surface, arrange to have a lead dust test:

(a) Conducted by an accredited visual inspector pursuant to COMAR 26.16.02.03B to meet the risk reduction standard, if the facility is an affected property; or

(b) Conducted in areas used for child care by an accredited risk assessor, if the facility is not an affected property; and

(3) If a lead dust test is required obtain:

(a) A passing score on that test; and

(b) Verification from the lead inspector performing the test that regulatory requirements have been met.

D. In a facility constructed before 1978 and not certified lead free under Environment Article, §6-804(a)(2)(i), Annotated Code of Maryland, when performing renovation which disturbs the painted surface of an interior or exterior area to be used for child care, you must ensure that the work is performed by an individual accredited to perform the lead paint abatement services using safe work practices as required by Environment Article, Title 6, Subtitle 10, Annotated Code of Maryland, and corresponding regulations.

5. Ventilation and Temperature.

A room may be used for child care only if it:

A. Has natural or mechanical ventilation that provides adequate exchange of air to protect a child's health and comfort;

B. Is free of moisture and dampness; and

C. Has a temperature at floor level of not less than 65° F.

6. Water Supply.

A. The center shall have hot and cold running water, with hot water temperature not exceeding 120° F.

B. For each 40 children in care, or fraction thereof, there shall be at least one drinking water source that is:

(1) Safely accessible to children 2 years old or older without assistance from an adult; and

(2) Not located in a toilet room or in a sink used for hand washing.

C. Drinking water shall be supplied by:

(1) An angle-jet drinking fountain with mouth guard;

(2) Licensed bottled water in the original container;

(3) Running water supply with individual single service drinking cups; or

(4) Another method or source approved by the office.

D. During meals and snacks, water may be served family-style from a pitcher if the water is poured into the pitcher directly from one of the supply sources listed above.

7. Sanitary Facilities and Supplies.

A. For each group of infants or toddlers in a room, there shall be an approved diapering area with a sink that:

(1) Is used only for diapering and toileting purposes; and

(2) Permits continuous observation of, and immediate response to, each child in the group.

B. For every 15 children who are 2 years old or older, one toilet and one sink must be provided that is:

(1) Maintained in good operating condition and in a sanitary manner;

(2) Easily accessible to the children; and

(3) Equipped with water-resistant, nonabsorbent platforms which are safely constructed at a height that allows children to use the toilet and sink unassisted.

C. In each toilet facility accessible to a school age child, the operator shall provide at least one toilet in an enclosed stall or other space affording privacy to the child.

D. You must provide at least one toilet facility restricted to use by adults that is equipped with a toilet, sink, and toilet supplies, except that this requirement does not apply to programs that operate 2-1/2 hours or less per session per day.

E. Each toilet room shall have:

(1) A floor with a water-resistant, nonabsorbent finish;

- (2) Smoothly finished walls with a hard surface; and
- (3) Approved and functioning natural or mechanical ventilation.

F. Portable toilets, also known as potty-chairs, may not be used in a child care center.

G. Each toilet room shall contain individual paper towels, a trash receptacle, soap, and toilet paper.

H. All sanitary supplies in a toilet room shall be available within reach of a child capable of using the toilet unassisted.

I. Toiletry and grooming articles, drinking cups, towels, face cloths, brushes, and combs may not be shared.

8. Lighting.

A. There shall be sufficient natural and artificial lighting in all areas of the center to allow proper child supervision and help ensure the safety of each child, employee, and visitor to the center.

B. You must use light fixtures with bulbs, lamps, and tubes that are shatter-proof or protected by shields to prevent shattering.

C. In a room approved for child care that does not have windows, an operator shall provide an approved source of lighting that will operate in case of a power failure.

D. You must provide adequate outdoor lighting to ensure the safety of persons entering and leaving the center when it is dark outside.

9. Telephone and Communication.

A. There shall be at least one operable telephone in the center that is freely and readily available to all center staff during the hours of operation.

B. If planning a center with more than two rooms for child care, a staff member supervising a group of children in one room must be able to communicate a request for assistance to a staff member in another room while maintaining continuous supervision of the group.

C. An operable telephone must be in each room where care is provided to infants or toddlers.

D. Additional telephones or extensions must be provided in the center as may be required to:

- (1) Summon emergency fire and rescue services promptly; and
- (2) Transmit and receive other emergency communications.

10. General Cleanliness and Disposal of Refuse.

A. The entire center, including floors, walls, ceilings, fixtures, furnishings, materials, and equipment, must be clean and free of infestation.

B. Plan to have cleaning conducted when children are not present except in emergencies or if cleanup activities are part of the daily activity program.

C. Disposal of Refuse.

(1) Each room used for child care must have a trash container with a disposable liner.

(2) In each area used for changing diapers, there must be a separate trash container reserved for diaper discards that:

(a) Has a disposable liner and tightly fitting lid;

(b) Makes the contents of the container inaccessible to children in care.

(3) Plan to have all trash containers emptied when full but at least daily.

(4) Refuse that is placed outdoors to await collection must be stored in receptacles that are:

(a) Made of tight, nonabsorbent, easily washable materials;

(b) Covered with tightly fitting lids; and

(c) Washed and treated with disinfectant when necessary to combat odors and prevent infestation.

11. Outdoor Activity Area.

A. You must have an outdoor activity area on the premises of, adjacent to, or near and safely accessible to the center that provides adequate usable play space for the capacity of the center.

B. You must have an outdoor activity area that provides at least 75 square feet of usable play space for:

(1) One half of the capacity of the center; or

(2) Each child, if you are seeking approval for a capacity of 20 or fewer children.

C. The activity area must be free from potential hazards to child health or safety.

D. All outdoor activity equipment must be safe, in good repair, clean, and nontoxic.

12. Swimming Facilities.

A. Only swimming facilities meeting applicable local standards of health, sanitation, and safety may be used.

B. An above-ground swimming pool may not be used for swimming activities.

Title 13A

Bylaws of the State Board of Education

Code of Maryland Regulations 13 A. 09.01

13A.09.01.01

.01 Use of Names.

A. An individual, partnership, group, association, cooperative, or corporation may not use the name "preschool", "school", "institute", or "academy" or word of like meaning, in such manner as to connote the offering of a high school, junior high or middle school, elementary school, kindergarten, nursery school program, or any combination thereof, unless the individual, partnership, group, association, cooperative, or corporation shall have first obtained a certificate of approval from the State Board of Education in the manner provided by the law.

B. This regulation does not apply to bona fide church organizations or to individuals or entities who offer or arrange for instruction solely for vocational purposes.

C. This regulation does not apply to a school or institution operated by the federal government or any state, county, or municipal agency or division of these.

FLOOR PLAN DRAWING FOR A CHILD CARE CENTER

Make the drawing to scale – that is – scale everything down to fit your paper and still keep them in the proper proportion.

A good scale to use is ½ or ¼ inch to one foot.

Listed below are some items you will want to consider to include in your drawing;

Entrances and exits

Doors

Windows

Exit to playground

Storage and Shelving

Cot Storage

Cubbies

Bathrooms

Place for Parent Information

Location of any Food Preparation or Food Storage Areas

Telephone

Outdoor Play Area

Indicate a tentative arrangement for your program activities and materials in your floor plan such as:

Blocks

Housekeeping

Dramatic Play

Art

Science

Music

Library

Manipulations – Games and Table Toys

Sharing and Group Discussion Area

Tables and Chairs

Or any other areas children will use

GUIDELINES FOR MEASURING SPACE IN CHILD CARE FACILITIES

I. All measurements for space are made in terms of single groups of children. "Group" means a unit of children together with the staff assigned to them.

II. "Usable floor space" for a single group of children is space provided for each child that satisfies indoor space requirements of 35 square feet per child.

The space occupied by the following must be excluded in calculating usable floor space:

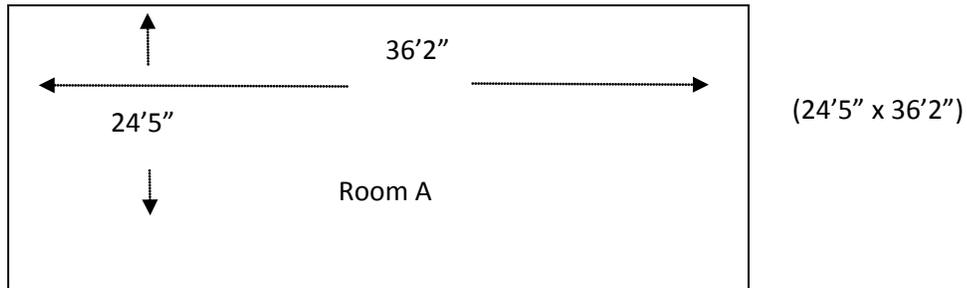
- A. Corridors
- B. Kitchens
- C. Bathrooms
- D. Offices and also:
 - 1. adult desks and filing cabinets;
 - 2. all adult size chairs, except one for each staff member required in the area to maintain a proper staff-child ratio. (These chairs may be rocking chairs.);
 - 3. piano and bench;
 - 4. cribs;
 - 5. room/area dividers.
- E. Isolation rooms and area
- F. Storage space, general and in particular;
 - 1. cabinets not freely accessible for use by children;
 - 2. cot storage;
 - 3. shelving that:
 - a. is used only for storage and not used freely by children;
 - b. holds clothing and/or possessions outside of the classroom area (in corridors, halls, cloakrooms, cubby room or storage rooms);
 - 4. stands or cages used exclusively to hold plants, animals, aquariums, etc.;
 - 5. tables used primarily for storage or display:
 - a. plants grown by adults;
 - b. science storage, not freely used by children;
 - c. water tables that are not used regularly by children.

The space occupied by the following is “usable floor space” and the space is included in calculating usable floor space:

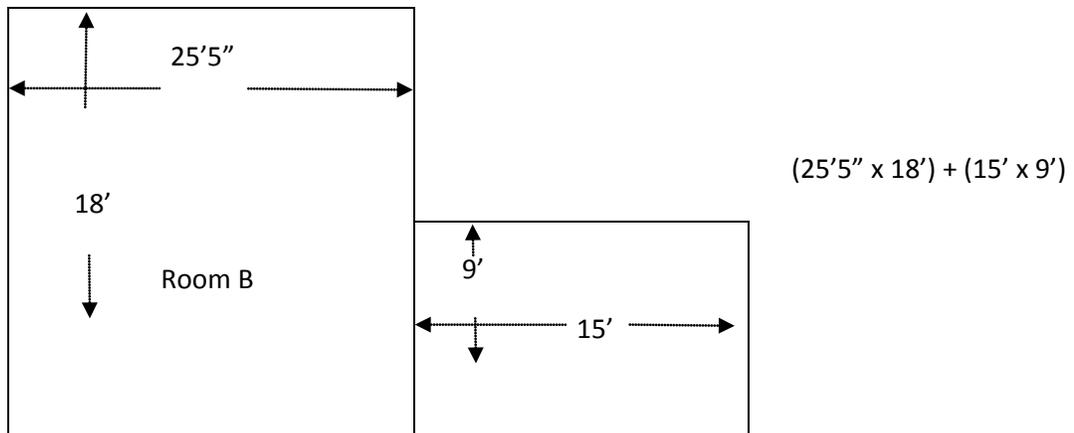
- A. one adult sized chair for each staff member required in the area to maintain a proper staff-child ratio;
- B. waste baskets (not 20 gallon trash cans);
- C. children’s play furniture that children use actively and regularly (e.g. housekeeping refrigerator, stove, dresser, chest, etc.);
- D. all open shelves and containers used regularly and freely by children;
- E. easels that children use actively and regularly;
- F. blackboards that children use actively and regularly;
- G. large blocks on the floor that children use actively and regularly;
- H. any play thing that children use actively and regularly that also stores blocks, other toys or materials;
- I. tables and chairs that children use actively and regularly (e.g. science, water table, computers, auditory and visual activities, etc.);
- J. infant high chairs and swings;
- K. infant diapering stations.

III. Steps for calculating usable floor space in child care centers.

- A. Find the gross square footage of the room/area.
1. Measure wall to wall, state in feet and inches.



2. If the room/area is not a simple square or rectangle, measure each part separately.



3. Convert the inches in each measurement to a decimal number.
Room A – 24.42 x 36.17 Room B – (25.42 x 18) + (15 x 9)
4. a. Multiply to find the gross square footage, carry the answer to two places.
b. If the room has several parts, multiply to find the areas of each part separately then add together.

Example – (25.42 x 18 = 457.56) + (15 x 9 = 135) + 457.56 + 135 = 592.5 sq. ft.

B. Next, make a list of the items/areas to be deducted (see page 1).

1. Find the square footage of each item/area. Remember, you want to find how much floor space each item/area takes up therefore height is not a factor.

SAMPLES:

Room A Cots (stacked) - $5' \times 18'' = 5 \times 1.5$
 - $= 7.5$

Adult's storage cabinet - $3' \times 1' = 3 \times 1 = 3$

Handwashing sink - $4' \times 18'' = 4 \times 1.5$
 - $= 6$

Room B Cribs (6) - $6(30'' \times 53'') = 6(2.5 \times 4.42) = 6 \times 11.05 = 66.3$

Adult's storage cabinet - $3' \times 1' = 3 \times 1 = 3$

2. Once the square footage of each item is determined, add to find the amount of total deductions.

SAMPLES:		<u>Room A</u>	<u>Room B</u>
	Cots	7.5	Cribs (6) 66.3
	Storage Cabinet	3	Storage Cabinet + 3
	Sink	+ 6	Total <u>69.3</u>
	Total	<u>16.5</u>	

3. Subtract the deduction total from the gross square footage to find the usable floor space.

SAMPLES	<u>Room A</u>	<u>Room B</u>
	Gross Square Footage	Gross Square Footage
	883.27	592.5
	Total Deductions - 16.50	Total Deductions - 69.3
	<hr/>	<hr/>
	Usable Floor Space	Usable Floor Space
	881.77	523.2

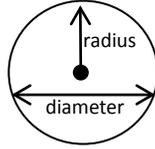
4. Divide the usable floor space amount by 35 to find the number of children which may be cared for in the room or partitioned area. Always keep in mind the age of the children that will use the space. Even if the room measures for a capacity of 25 it may only be licensed for 20 if it will be or is used for 3 or 4 year olds. Be sure to note on your worksheet or the floor plan the age/s served in each area.

SAMPLES: Room A - $881.77 / 35 = 25.1 = 25$ children

Room B - $523.2 / 35 = 14.9 = 15$ children, but limited to 6 by group size

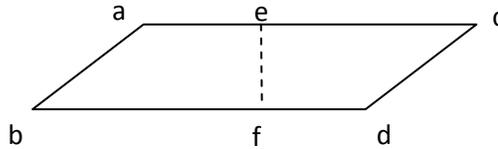
BASIC FORMULAS OF MEASUREMENT

1. Circle:



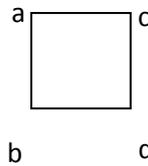
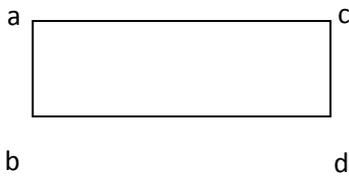
$$3.14(\pi) \times \text{radius (squared)} = \text{area}$$

2. Parallelogram:



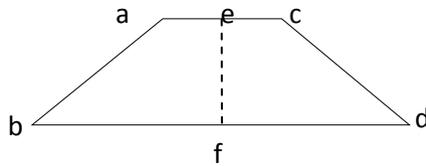
$$\text{base (bd)} \times \text{height (ef)} = \text{area}$$

3. Rectangle and Square:



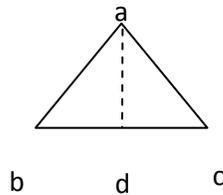
$$\text{height (ab)} \times \text{base (bd)} = \text{area}$$

4. Trapezoid:



$$\frac{1}{2} \text{ height (ef)} \times \text{sum of two bases (ac + bd)} = \text{area}$$

5. Triangle:



$$\frac{1}{2} \text{ base (bc)} \times \text{height (ad)} = \text{area}$$

INCHES TO DECIMAL CONVERSION CHART						
INCHE S	DECIMAL EQUIVALENT	INCHE S		INCHE S	DECIMAL EQUIVALENT	INCHES
1	.08	1		7	.58	7
2	.17	2		8	.67	8
3	.25	3		9	.75	9
4	.33	4		10	.83	10
5	.42	5		11	.92	11
6	.50	6		12	1.00	12

NAPPING EQUIPMENT AND ACCESSORIES

Napping equipment:

- Napping equipment must be provided by provider.
- Equipment must be approved for use by the Office of Child Care.
- Equipment must be in good condition.

Equipment for children using cribs, or playpens:

- All equipment must meet *Consumer Product Safety Commission* standards, as applicable.
- No soft bedding items, such as pillows, comforters, bumper pads, stuffed toys, etc.

Suggested equipment for children not using cribs or playpens:

- Children's cots
- Sleeping bags
- Rest mats/kindermats

Linens and accessories:

- Provider must supply sheets (keep extra on hand in case of soiling or other needs).
- Provider must ensure that blankets and pillows are available for children who are 18 months old or older, but parents may provide them.
- Once used, only that child may use the linens and accessories until they are washed and sanitized.

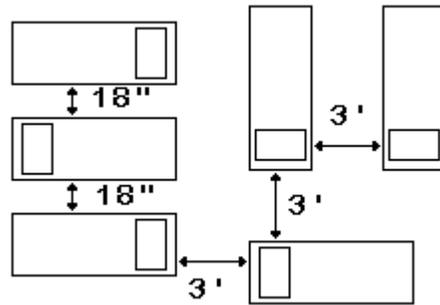
Use of equipment:

- Sheets must be used on the napping equipment for sanitary purposes.
- Label with the child's name for easy identification.

Spacing of equipment:

- Placed so that an adult or other children may move easily between them
 - To provide for faster evacuation in the event of fire or other emergencies,
 - To prevent injuries to napping children,
 - To reduce the spread of germs.

- Placed at least three feet apart if placed side by side or 18 inches apart if



children's head placement alternates (see diagram).

Cleaning equipment:

- All napping equipment and linens must be kept clean.
- Wash equipment (cots, mats, etc.) regularly using approved sanitation methods.
- Wash linens frequently.
- Blankets/pillows provided by the parent for a child older than 18 months old should be sent home weekly to be laundered (more frequently as needed).

First Aid Supply List

REQUIRED ITEM	USE TO
Band Aids (assorted sizes)	To cover and protect cuts or open wounds.
Flashlight (operable, may be small	To check eyes, inside nose, throat and ears.
Gauze pads (2'x2" or 4"x4")	To clean, cover and protect cuts or open wounds.
Gauze pad (large, thick size) or sanitary napkin	To control bleeding or cover large wounds.
Gauze, flexible rolls (2 rolls)	To hold gauze bandages in place.
Gloves (disposable vinyl-latex gloves are acceptable, but they may cause a skin reaction for the wearer)	To protect person administering aid.
Ice Bag or Chemical Ice Pack	To control swelling when filled or activated.
Paper Towels	To clean up spills (then discard).
Safety Pins	To secure sling in place.
Scissors (blunt tip)	To cut gauze and bandages to size.
Soap (liquid, fragrance-free)	To clean injured area.
Tape (hypo-allergenic)	To hold gauze bandages to size.
Thermometer (non-glass, non-mercury) or fever strip	To take body temperature. Do not take rectally.
Triangular bandage (pre-made or 40"x40"x64" piece of clean cotton cloth	To immobilize body parts as a sling or a tie for a splint; To hold dressing on large wounds.
Tweezers	To remove splinters.
Wash cloths (disposable)	To clean injured area.
<p>If you suspect that a child has been poisoned, call Poison Control immediately! Follow all instructions given by Poison Control. Do <u>not</u> induce vomiting unless instructed to do so by Poison Control. POISON CONTROL: 410 529-7701 (Metropolitan Baltimore) or 1-800-222-1222 (Maryland only, toll-free)</p>	

Note: First aid supplies are to be kept in a location which is convenient and easily accessible. First aid supplies are to be available at the child care facility and on all field trips.

Recommended Additional Items:

Pocket face mask * to perform rescue breathing during CPR

Coins for emergency phone calls or cell phone

Pen/pencil and note pad for recording emergency events for use on field trips

Splints (metal or plastic)

Emergency medication for children with special needs (as approved and provided by parents)

Purchased bottled water (replace once opened)

* The CPR face mask can be obtained from the following medical supply distributors by phone or online:

Channing Bete Company 1-800-611-6083 www.channing-bete.com

Laerdal Medical Corporation 1-888-562-4242 www.laerdal.com

WorldPoint ECC, Inc. 1-888-322-8350 www.worldpoint-ecc.com

American Red Cross

http://www.redcrossstore.org/?utm_source=RCO&utm_medium=frontpage&utm_campaign=shopbutton

CPR Savers & First Aid Supply 1-800 480-1277 www.cpr-savers.com

Hetep Supply Company, Inc. 1-800-894-9997 www.cprkits.com

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PROGRAM REQUIREMENTS – SUGGESTED MATERIALS/EQUIPMENT

- Language and Literacy

- Books, book props
- Puppets, Books on tape
- Flannel board stories
- Labeled items
- Letter recognition activities
- Writing activities
- Singing
- Beginning letter sounds activities
- Alphabet puzzles, creating “books”
- Matching games, dry erase boards\
- Flannel boards of different people and community helpers
- Map puzzles, globe
- Transportation toys and rugs
- Feelings activities
- Dramatic play supplies
- Housekeeping toys
- Multicultural dolls and accessories
- Doll house with accessories
- Different cultural toys, clothing, food, and musical instruments

Mathematics

- Blocks of all different types, counting songs
- Books about counting, sorting, patterning, shapes, etc.
- Counting, patterning, sorting, sequencing, stacking activities
- Measuring (cups, spoons, rulers)
- Money activities (cash register, play money)
- Shape activities
- Puzzles, dominoes, bead stringing
- Children’s calculators, peg boards

Social Studies

Books about community helpers, other countries transportation, celebrations,

- Pictures of families, differently – able people, places, community helpers, business
-

Science

- Books related to science themes (colors, life cycles, growing, senses, weather, and animals, insects)
- Color activities, skin/float
- Senses activities (sound cylinders, smell bottles)
- Magnets, magnifying glass
- Toy animals and insects
- Bug viewers, binoculars
- Nutrition activities (food pyramid, cooking)
- Growing plants
- Pictures of animals, weather, etc.
- Puzzles of life cycles, animals etc.
- Water/sand table, musical instruments
- Live animals (fish, hamsters, rabbits, butterflies, worms)

- Nature items (leaves, pine cones, shells, deserted nest, rocks)
- X-rays, cooking activities

The Arts

- Easel (used indoors or outdoors)
- Variety of paints and brushes
- Variety of types of paper

- Crayons and markers
- Sponge stamps, play dough and tools
- Children's scissors, collage materials
- Glue, stickers, pictures of famous paintings
- Cassette players/headphones, musical instrument

The use of coloring books, dittos, and pre cut models should be limited. They are not art experiences and limit children.

Note: For more information see "Program Requirements – Curriculum" Resource Guide.