Large Family
Child Care Homes (Manual)

(January 2017)

for use with
COMAR 13A.18.01-.16
Large Family Child Care Homes
(as amended effective 7/20/2015)

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

The Maryland State Department of Education does not discriminate on the basis of race, color, sex, age, national origin, religion, or disability in matters affecting employment or in providing access to programs. For inquiries related to departmental policy, contact the Equity Assurance and Compliance Branch, Maryland State Department of Education, 200 W. Baltimore Street, Baltimore, Maryland 21201. 410.767.0433 (voice) 410.767.0431 (fax) 410.333.6442 (TTY/TDD)

For more information about the contents of this document, contact the Licensing Branch, Office of Child Care, Division of Early Childhood Development, Maryland State Department of Education, 200 W. Baltimore Street, 10th Floor, Baltimore, Maryland 21201 410.569.8071 (voice) 410.333.6226 (fax)

©Maryland State Department of Education
Baltimore Maryland
2016
Introduction

Purpose of the Manual

The Large Family Child Care Homes (Manual) is used as a reference for Office of Child Care (OCC) licensing staff, registered providers, and for those who apply to become large family child care home providers. The Manual primarily provides assistance in interpreting and applying Code of Maryland Regulation (COMAR) requirements when child care facilities are inspected for compliance by licensing staff. By providing a comprehensive set of interpretive guidelines, the Manual enables large family child care home providers to achieve and maintain compliance, and enables licensing staff to assess provider compliance in a consistent and equitable manner.

Contents and Use of the Manuals

The Manual is divided into chapters. Each chapter corresponds to the chapter number and subtitle of the related COMAR (Example –COMAR 13A.18 .01 Scope and Definitions). Each chapter is posted individually with its own table of contents listing the applicable subsections. Each chapter and subtitle includes the full text of the regulations found in each subsection of the chapter, the intent of the regulation, the inspection report item, the compliance criteria, the method by which compliance with the regulation is assessed, and reference notes, as applicable. The text of each regulation appears in bold type. The guidance information appears in italics. The referenced forms and resource documents appear in Red italics.

The Intent explains the regulation in more detail and the reason for the regulation.

The Inspection Report Item refers to the exact location on the Electronic Licensing Inspection System (ELIS) inspection form, or the paper Inspection Report where compliance or noncompliance with the regulation is recorded during an inspection.

The Compliance Criteria set forth the specific elements that OCC licensing staff will use in determining whether or not the inspection report item is in compliance.

The Assessment Method addresses the means by which licensing staff will evaluate the compliance criteria.

The Notes provide further details, explanations, or reference to resource materials and/or forms. Some of the “Notes” have been included only to give additional helpful information.

The referenced Forms and Resource Documents are easily accessed on the Licensing Branch website in the “Forms” and “Resource Documents” locations.
# Table of Contents

<table>
<thead>
<tr>
<th>Chapter (Number/Name)</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COMAR 13A.18.01</strong></td>
<td></td>
</tr>
<tr>
<td>SCOPE AND DEFINITIONS</td>
<td></td>
</tr>
<tr>
<td>.01 Scope (Purpose)</td>
<td>1</td>
</tr>
<tr>
<td>.02 Definitions</td>
<td>2</td>
</tr>
<tr>
<td><strong>COMAR 13A.18.02</strong></td>
<td></td>
</tr>
<tr>
<td>REGISTRATION APPLICATION AND MAINTENANCE</td>
<td></td>
</tr>
<tr>
<td>.01 Registration-General Requirements</td>
<td>1</td>
</tr>
<tr>
<td>.02 Initial Registration</td>
<td>3</td>
</tr>
<tr>
<td>.03 Continuing Registration</td>
<td>7</td>
</tr>
<tr>
<td>.04 Provisional Status and Conditional Status</td>
<td>10</td>
</tr>
<tr>
<td>.05 Resumption of Service</td>
<td>13</td>
</tr>
<tr>
<td>.06 Response of the Office to Application</td>
<td>14</td>
</tr>
<tr>
<td>.07 Denial of the Registration Application</td>
<td>16</td>
</tr>
<tr>
<td>.08 Voluntary Surrender of Registration</td>
<td>19</td>
</tr>
<tr>
<td><strong>COMAR 13A.18.03</strong></td>
<td></td>
</tr>
<tr>
<td>MANAGEMENT AND ADMINISTRATION</td>
<td></td>
</tr>
<tr>
<td>.01 Advertisement</td>
<td>1</td>
</tr>
<tr>
<td>.02 Admissions to Care</td>
<td>1</td>
</tr>
<tr>
<td>.03 Program Records</td>
<td>2</td>
</tr>
<tr>
<td>.04 Child Records</td>
<td>4</td>
</tr>
<tr>
<td>.05 Staff Records</td>
<td>9</td>
</tr>
<tr>
<td>.06 Notifications</td>
<td>11</td>
</tr>
<tr>
<td>.07 Change of Operation</td>
<td>16</td>
</tr>
<tr>
<td>.08 Variances</td>
<td>17</td>
</tr>
<tr>
<td><strong>COMAR 13A.18.04</strong></td>
<td></td>
</tr>
<tr>
<td>OPERATIONAL REQUIREMENTS</td>
<td></td>
</tr>
<tr>
<td>.01 Hours of Care</td>
<td>1</td>
</tr>
<tr>
<td>.02 Child Capacity</td>
<td>1</td>
</tr>
<tr>
<td>.03 Enrollment and Attendance</td>
<td>3</td>
</tr>
<tr>
<td>.04 Restriction of Operations</td>
<td>4</td>
</tr>
<tr>
<td><strong>COMAR 13A.18.05</strong></td>
<td></td>
</tr>
<tr>
<td>HOME ENVIRONMENT AND EQUIPMENT</td>
<td></td>
</tr>
<tr>
<td>.01 Suitability of the Home</td>
<td>1</td>
</tr>
<tr>
<td>.02 Accessibility</td>
<td>3</td>
</tr>
</tbody>
</table>
.03 Rooms Used for Care .........................................................3
.04 Home Repair and Maintenance ........................................7
.05 Lead-Safe Environment ....................................................7
.06 Ventilation and Temperature ............................................9
.07 Water Supply ..................................................................10
.08 Sanitary Facilities and Supplies .......................................10
.09 Lighting ......................................................................13
.10 Telephone and Communication .......................................13
.11 Cleanliness and Sanitation .............................................14
.12 Outdoor Activity Area ...................................................19
.13 Swimming Facilities .....................................................22

COMAR 13A.18.06 STAFF REQUIREMENTS
    .01 Minimum Age ..............................................................1
    .02 Staff Orientation .......................................................1
    .03 Suitability for Employment .........................................2
    .04 Staff Health ................................................................6
    .05 Child Care Home Directors .........................................8
    .06 Family Child Care Teachers .........................................10
    .07 Aids .......................................................................13
    .08 Substitutes ...............................................................16
    .09 Support Personnel .....................................................18
    .10 Volunteers ...............................................................19

COMAR 13A.18.07 CHILD PROTECTION
    .01 Prohibition of Abuse, Neglect, and Injurious Treatment ....1
    .02 Abuse/Neglect Reporting ...........................................1
    .03 Child Discipline ..........................................................3
    .04 Parental Access ..........................................................4
    .05 Authorized Release .....................................................4
    .06 Child Security ...........................................................6

COMAR 13A.18.08 CHILD SUPERVISION
    .01 Individualized Attention and Care .................................1
    .02 Supervision by Qualified Staff .....................................3
    .03 Group Size and Staffing .............................................5
    .04 Variations in Group Size ..............................................8
    .05 Supervision During Water Activities ............................8
    .06 Supervision During Transportation .............................10
    .07 Playground Supervision ..............................................11
    .08 Rest Time Supervision ..............................................12

COMAR 13A.18.09 PROGRAM REQUIREMENTS
    .01 Schedule of Daily Activities for All Children ..................1
    .02 Activity Plans for Infants and Toddlers ..........................4
    .03 Activity Materials, Equipment, and Furnishings ..........6
    .04 Rest Furnishings .......................................................9
    .05 Equipment for Infants and Toddlers .............................11
    .06 Storage ...............................................................12
COMAR 13A.18.10  SAFETY
.01 Emergency Safety Requirements ................................................................. 1
.02 First Aid and CPR ................................................................. 3
.03 Safe Use of Materials and Equipment ........................................................... 7
.04 Potentially Hazardous Items ................................................................. 7
.05 Rest Time Safety ................................................................... 11
.06 Transportation ........................................................................ 12

COMAR 13A.18.11  HEALTH
.01 Exclusion for Acute Illness ........................................................................ 1
.02 Infectious and Communicable Disease ......................................................... 2
.03 Preventing Spread of Disease .................................................................... 4
.04 Medication Administration and Storage ....................................................... 6
.05 Smoking .............................................................................. 12
.06 Alcohol and Drugs ........................................................................... 13

COMAR 13A.18.12  NUTRITION
.01 Food Service ........................................................................ 1
.02 Modified Diet ...................................................................... 3
.03 Food Sources ...................................................................... 4
.04 Food Storage and Preparation ................................................................ 5
.05 Food Preparation Area and Equipment ......................................................... 9
.06 Feeding Infants and Toddlers .................................................................. 11

COMAR 13A.18.13  EDUCATIONAL PROGRAMS IN NONPUBLIC NURSERY SCHOOLS
.01 Purpose and Scope ........................................................................ 1
.02 Definitions ........................................................................ 1
.03 Approval to Operate an Educational Program – General Requirements .......... 2
.04 Approval to Operate an Educational Program – Specific Requirements ................. 3
.05 Compliance and Inspections .................................................................. 7
.06 Personnel Qualifications .................................................................... 10
.07 Educational Programs .................................................................. 14
.08 Child Records .................................................................... 18
.09 Health, Fire Safety, and Zoning ............................................................... 21
.10 Procedures and Sanctions for Noncompliance – Educational Programs .......... 21

COMAR 13A.18.14  INSPECTIONS, COMPLAINTS, AND ENFORCEMENT
.01 Inspections ........................................................................ 1
.02 Complaints .......................................................................... 5
.03 Warnings ........................................................................ 6
.04 Intermediate Sanctions .................................................................... 6
.05 Non-Emergency Suspension .................................................................. 7
.06 Emergency Suspension ................................................................... 9
.07 Revocation ........................................................................ 11
.08 Penalties ........................................................................ 13
.09 Civil Citations .................................................................... 14
COMAR 13A.18.15  ADMINISTRATIVE HEARINGS
  .01 Scope .................................................................................................................................1
  .02 Definitions ............................................................................................................................1
  .03 Hearing Requests ....................................................................................................................2
  .04 Preliminary Conference ..........................................................................................................3
  .05 Denial or Dismissal of a Hearing Request ...............................................................................3
  .06 Hearing and Appeal Procedures .............................................................................................3
  .07 Conduct of Hearing ..................................................................................................................4
  .08 Decision ..................................................................................................................................4

COMAR 13A.18.16  PUBLIC ACCESS TO LICENSING RECORDS
  .01 Definitions ..................................................................................................................................1
  .02 Request for Information from Licensing Records ......................................................................1
  .03 Disclosure of Information from Licensing Records ...................................................................2
  .04 Compelling Public Purpose ....................................................................................................3