



# Child Care Information Session


Maryland State Department of Education

Presented By | Licensing Branch, Office of Child Care

November 17, 2022

# Agenda

- Welcome and Opening Remarks
- Updates and Reminders
- COVID-19 and Health Updates
- Supervision in Child Care
- Supervision and Child Protective Services
- Supervision and your EXCELS Rating
- Answers to Submitted Questions
- Closing Remarks

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1. Welcome and Opening Remarks
  2. Updates and Reminders
  3. COVID -19 and Health Updates
  4. Supervision in Child Care
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  6. Supervision and your EXCELS Rating
  7. Answers to Submitted Questions
  8. Closing Remarks

# Welcome and Opening Remarks


*Dr. Deann Collins, Deputy Superintendent of Teaching and Learning*

# Dr. Deann Collins



Deputy Superintendent of  
Teaching and Learning



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# Licensing Updates and Reminders

*Licensing Branch Chief, Louis Valenti*

[Louis.valenti@maryland.gov](mailto:Louis.valenti@maryland.gov)

410-767-0120

## Updates and Reminders

- Inspection Feedback Surveys
- 5 Year Fingerprint reminder
- Criminal Justice Information System's (CJIS)-Subscription Application Management Systems (SAMS)

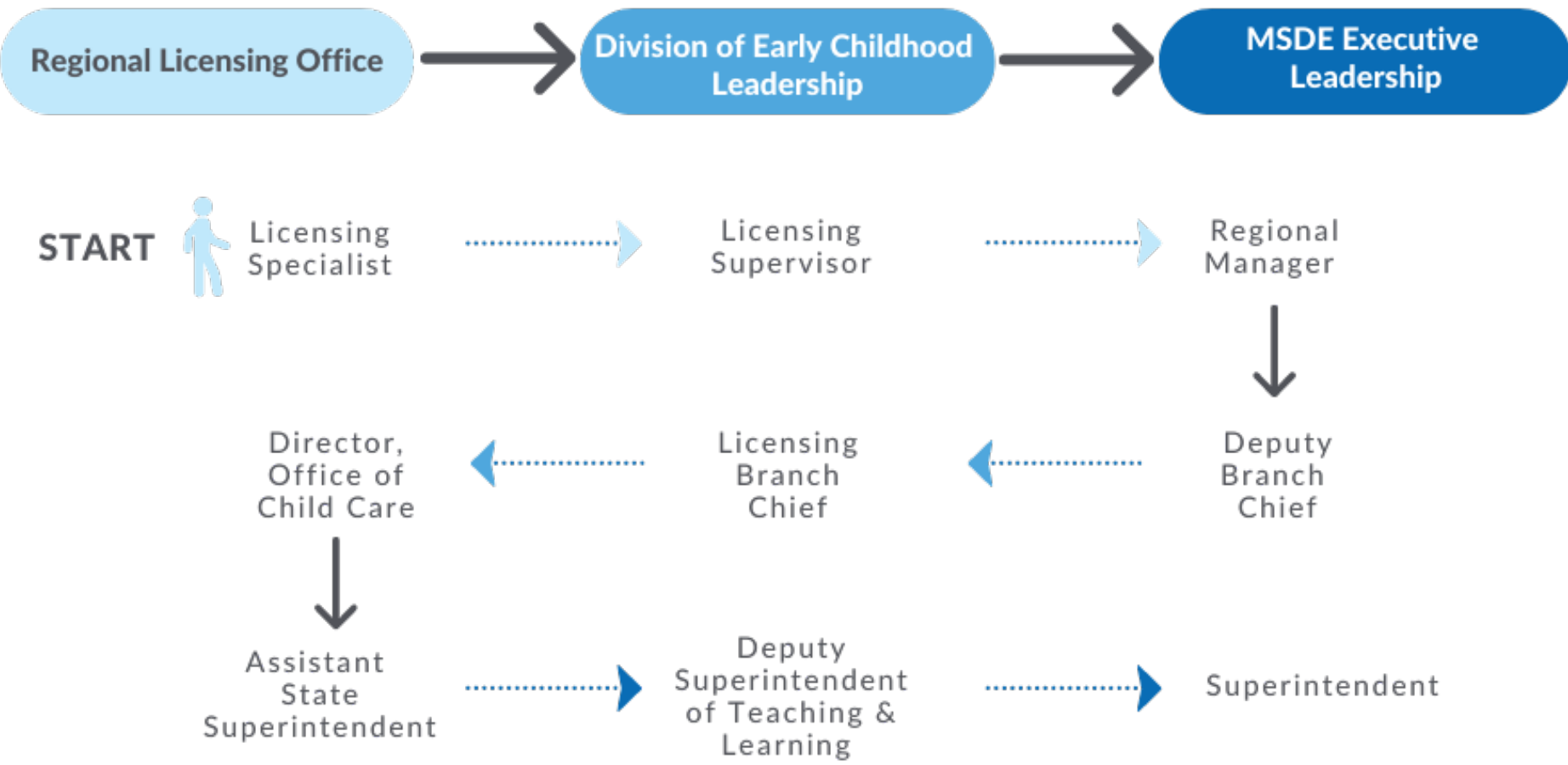
Contact for SAMS information and assistance:

Lawrence Mendez

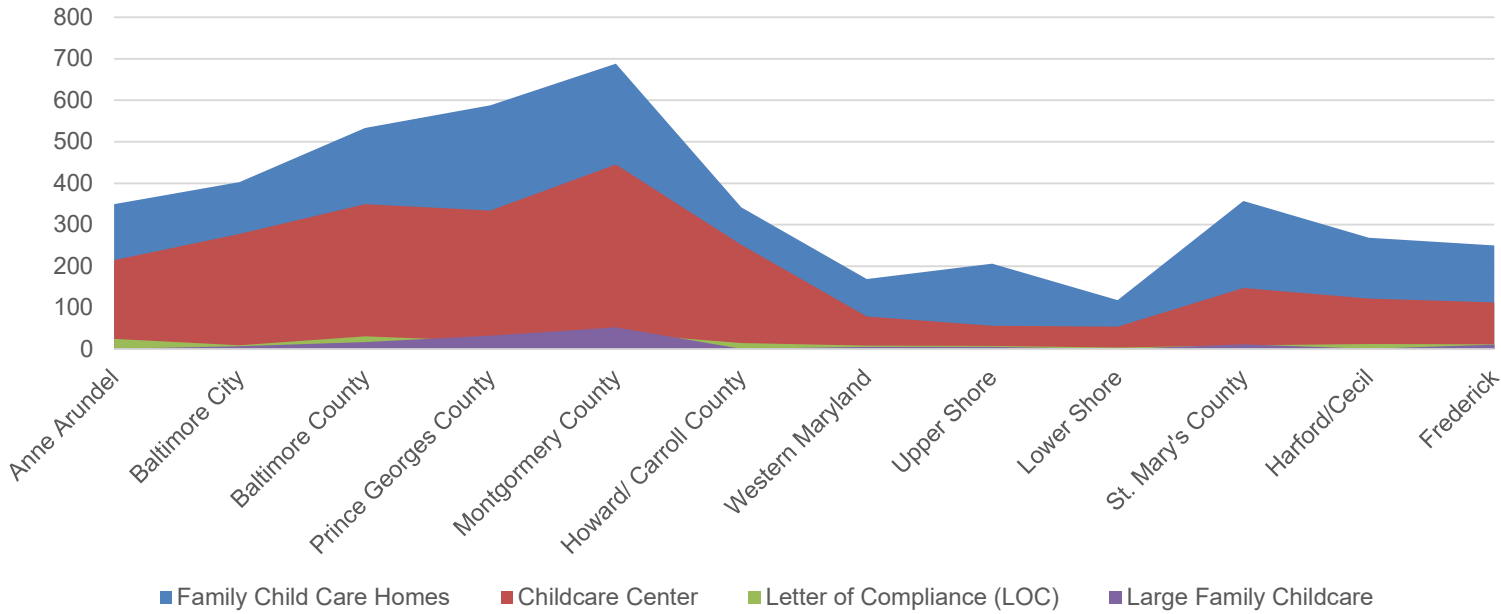
[Lawrence.Mendez@maryland.gov](mailto:Lawrence.Mendez@maryland.gov)

410-585-3689

# Office of Child Care Customer Service Map



# Child Care Programs in Maryland by Region and Type




	Family Child Care Homes	Child Care Center	Letter of Compliance (LOC)	Large Family Child Care
Anne Arundel	350	215	25	1
Baltimore City	403	278	10	7
Baltimore County	533	350	31	17
Prince Georges County	588	334	20	33
Montgomery County	688	445	39	53
Howard/ Carroll County	342	252	15	1
Western Maryland	169	79	9	6
Upper Shore	206	57	8	6
Lower Shore	118	54	4	0
St. Mary's County	357	148	10	12
Harford/Cecil	269	122	13	1
Frederick	250	113	12	11
<b>TOTALS</b>	<b>4273</b>	<b>2447</b>	<b>196</b>	<b>148</b>



## Social Security Number Requirements

- All operators of child care centers and family child care providers and co-providers must have a social security number per Maryland Law.
- Other agencies may require a social security number for residents and child care staff.


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# COVID-19 and Health Updates

*Nurse Consultant, Manjula Paul*  
[Manual.paul1@maryland.gov](mailto:Manual.paul1@maryland.gov)  
410-767-1853

## COVID-19 And Health Updates

- COVID-19 guidance updates
- Respiratory viruses and flu ([Resource](#))
- Child care providers self care tips
- Health Department guidance and surveillance ([Resource](#))

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# Supervision in Child Care

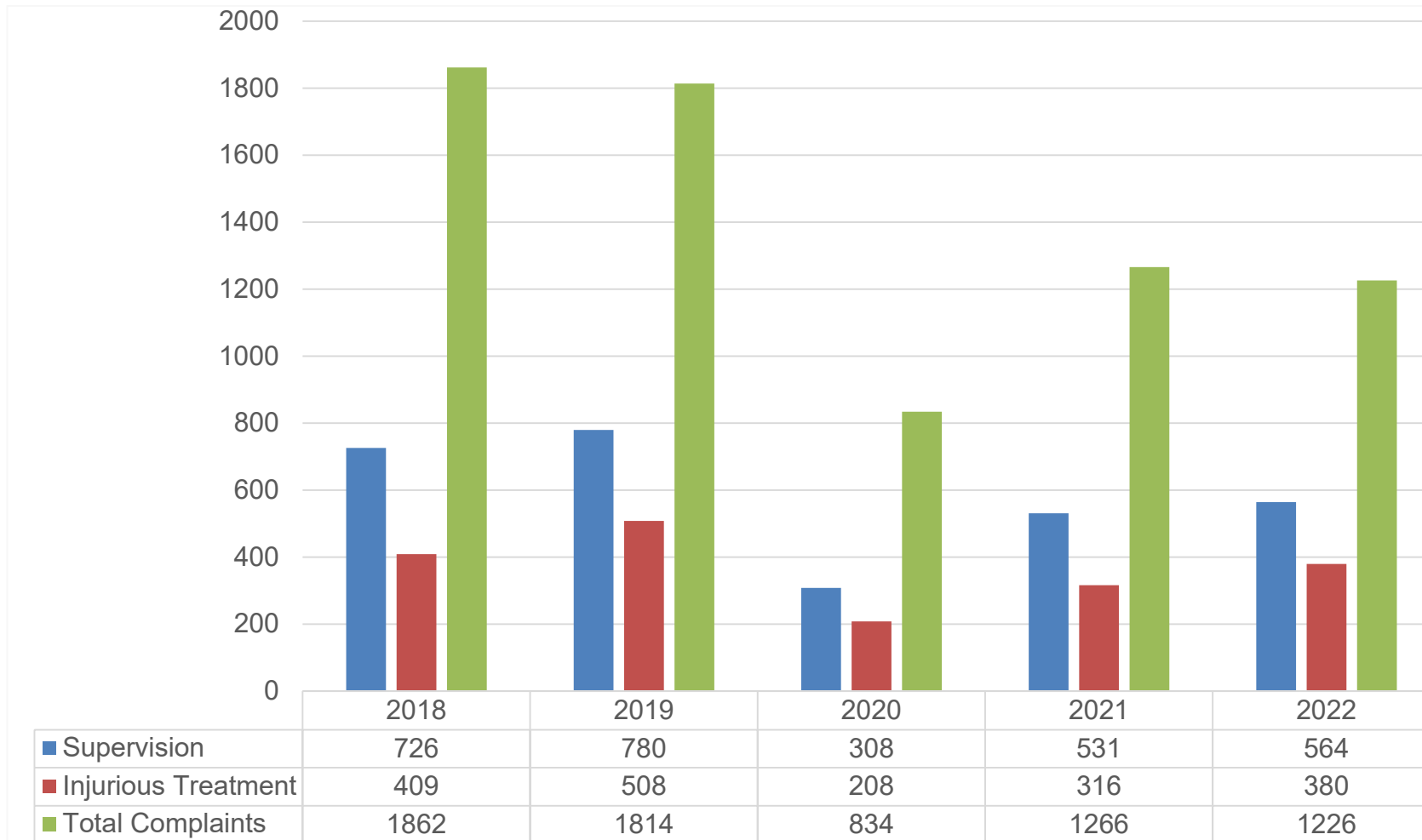
*Licensing Deputy Branch Chief, Sherry Tsigounis*

[Sherry.tsigounis@maryland.gov](mailto:Sherry.tsigounis@maryland.gov)

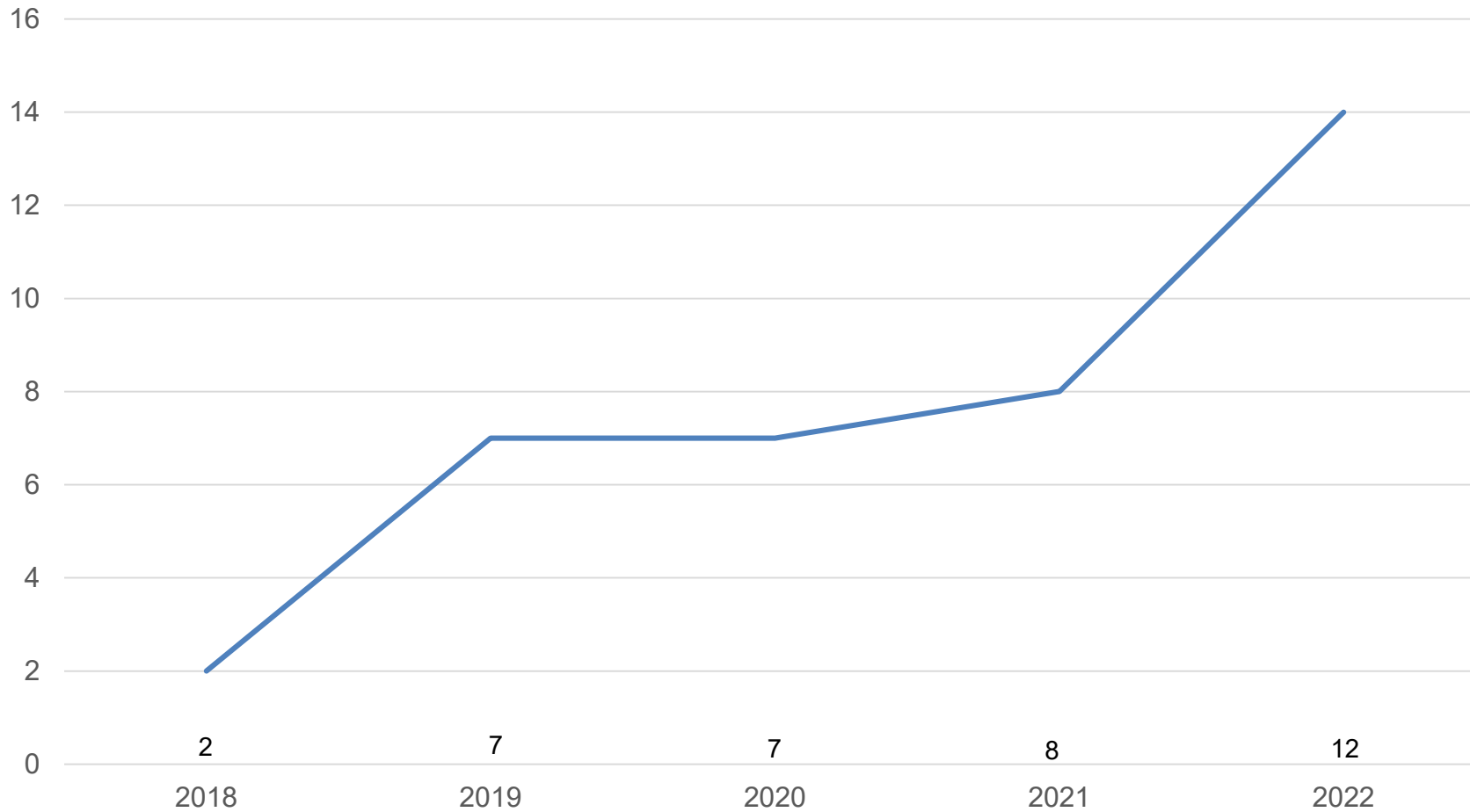
410-767-6786

# Complaints Received Statewide by Year

Supervision accounts for 41.5% of all complaints over the past 5 years.



# Confirmed Incidents of Unattended Children



## Supervision in Child Care

- Children need safe and secure environments that are effectively supervised by approved and qualified staff.
- Child Care providers have a duty to ensure all areas accessible to children are safe, free from hazards and there are OCC approved staff to oversee the children.
- The physical space, equipment, activities, and individual needs of the children are all factors that need to be considered when supervising children.

## 6 Strategies of Active Supervision

1. Set up the environment
2. Position staff
3. Scan and count
4. Listen
5. Anticipate children's behavior
6. Engage and redirect



# Strategies of Active Supervision

1. Set up the environment
  - Approved child care areas should be free from clutter and potential hazards.
  - Learning environments should be set up to facilitate continuous supervision and access to the children to provide immediate assistance.
  - Furniture should be waist height or shorter to allow adults to see and hear the children.

## Strategies of Active Supervision

### 2. Position Staff

- Carefully plan where staff will position themselves in classrooms, bathrooms, outdoor play areas and hallways to protect children from harm.
- Ensure there are clear paths to the children playing, sleeping and eating to allow staff to react quickly.
- Staff must position themselves to see and hear all children in care.
- Staff must be aware of and positioned near any children who may need additional support.

## Strategies of Active Supervision

### 3. Scan and Count

- Staff must be able to account for the whereabouts of children at all times.
- Staff should continuously scan the entire area to identify where everyone is and what they are doing.
- Children should be counted often especially during transitions when they are moving from one area to another area such as the bathroom and outside play areas.

## Strategies of Active Supervision

### 4. Listen

- Specific sounds or lack thereof can be cause for concern.
- Staff who listen closely to children can quickly identify signs of potential danger.
- Programs should systematically plan and implement strategies to safeguard children such as alarm bells on doors to help alert staff when a child leaves or enters a room/space.

## Strategies of Active Supervision

### 5. Anticipate Children's Behavior

- Staff should be aware of each child's interests and skills to predict possible behaviors.
- Staff should observe children for behavior patterns and mood swings to anticipate how a child will react and/or behave.
- Staff must be informed of each child's health information including allergies, illnesses and individual education plans.

## Strategies of Active Supervision

### 6. Engage and Redirect

- Staff should offer support based on their knowledge of child development principles and philosophies.
- Staff should conduct routine and daily safety inspections of child care areas, materials and equipment.
- Staff need to know and implement developmentally appropriate methods of discipline.
- Staff should be communicating clear and consistent rules to the children.

## Supervision and Child Protective Services (CPS)

- Are you aware that incidents of unsupervised children regardless of where and how long they are unsupervised are defined as child neglect and should be reported to the regional licensing office and the local Child Protective Service office?
- Neglect is defined as a child unattended or otherwise failing to give proper care and attention to a child by the child's parent, guardian or custodian under circumstances that indicate the child's health or welfare is significantly harmed or placed at risk of significant harm.

## Supervision and your EXCELS Rating


In order to maintain your EXCELS rating you must ensure substantial compliance with the following COMAR regulations:

- Injurious Treatment
- Child Protection
- Supervision
- Capacity
- Group Size and Staffing





Questions?

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# Answers to Submitted Questions

## Submitted Questions and Answers

### 1. What is the protocol for rejected FBI fingerprints?

If an individual's fingerprints are not legible, the FBI will notify the requesting agency and individual that the prints are rejected in writing. Typically, the letter provides instructions to get fingerprinted a second time or to request a name check.

OCC has been informed that the individual should send an email with the individual's name and CJIS tracking # to [AP\\_Team@fbi.gov](mailto:AP_Team@fbi.gov).

For additional information contact, Tammi L. Pickens at 304-625-5141 or by email to [tlpickens@fbi.gov](mailto:tlpickens@fbi.gov).

## Submitted Questions and Answers

2. Is it possible to have a child care center in a home that is owned by a church but run by an individual in a home setting until a building is procured?
  - A family child care provider must be a resident of the family child care home.
  - A center can be operated in a home with zoning, Use and Occupancy and Fire permits.

## Submitted Questions and Answers

3. What is the timeframe for the approval of a new hire after all the paperwork has been submitted? How can this process be improved? Does each staff person receive a Personnel Qualification Evaluation (PQE)? Is there a checklist to ensure all required documentation is submitted for new staff?
  - The agency processes new hire paperwork once it is received. PQEs are completed for Lead Teachers and Directors. You should contact your regional licensing office for questions regarding an individual's PQE. The Individual Personnel form does include the documents needed to complete the PQE. OCC will look to see if revisions are needed to this form.

## Submitted Questions and Answers

4. Are play areas outside a fenced playground where children can play in a natural environment be approved?

This is determined on an individual basis after an on-site inspection has been conducted.

## Submitted Questions and Answers

5. Do the sheets and blankets need to be removed from the cots when the cots are stacked at the end of the day?
  - Sheets and blankets must not be touching other sheets and blankets when stored. There should be enough space between the stacked cots for air to flow through.

## Submitted Questions and Answers

6. How are providers notified when forms have been updated on the website?
  - Notification of form updates will be shared in the Tuesday Tidbits and by the regional licensing offices.



## Submitted Questions and Answers

7. Once everyone is fingerprinted under the new registry system do we still have to be fingerprinted every 5 years?
  - According to the Criminal Justice Information System (CJIS), now that Maryland has been accepted in the Federal Rapback system as of May 1, 2022, re-fingerprinting will not be required every 5 years.

## Submitted Questions and Answers

8. Should providers not hire applicants that are required to complete out of state background checks? The process is time consuming and the prospective employee is not willing to wait for the job?
  - The OCC does not determine who should be hired or terminated. If an out of state clearance is not received within 45 days of the request date, the OCC may make a decision on the individual's suitability of employment.

## Submitted Questions and Answers

9. What is the process for becoming a provider and for expanding to a Large Family or center?
  - The first step is to complete the online information session. The session will outline the application process, review the required forms, and discuss the requirements.

## Submitted Questions and Answers

10. Authorization was added to the Medical Report form. What if a resident refuses to sign the medical report?
- A completed medical report is required for all residents of the home for the approval of a registration. If the individual does not wish to sign the release box the doctor will still complete the medical as the signature applies to the release of information not for completing the form.

# Contact Information

Branch/Office	Contact Information
Division of Early Childhood	<a href="mailto:earlychildhood.msde@maryland.gov">earlychildhood.msde@maryland.gov</a>
Early Learning Branch	<a href="mailto:early.learningbranchesmsde@maryland.gov">early.learningbranchesmsde@maryland.gov</a>
Collaboration and Program Improvement Branch	<a href="mailto:collaboration.programimprovement@maryland.gov">collaboration.programimprovement@maryland.gov</a>
Office of Child Care	<a href="mailto:earlychildhood.msde@maryland.gov">earlychildhood.msde@maryland.gov</a>
Licensing Branch	<a href="mailto:licensingocc.msde@maryland.gov">licensingocc.msde@maryland.gov</a>
Workforce Advancement Branch	<a href="mailto:workforceadvancementocc.msde@maryland.gov">workforceadvancementocc.msde@maryland.gov</a> 1-877-355-1229
Child Care Scholarship Program	<a href="mailto:CCSCentral2@maryland.gov">CCSCentral2@maryland.gov</a> 1-877-227-0125
Maryland EXCELS	<a href="mailto:info@marylandexcels.org">info@marylandexcels.org</a> or <a href="http://marylandexcels.org">marylandexcels.org</a>



# Closing Remarks

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