

Title of Proposed Rule: Changes to Rules Regulating Children’s Resident Camps;
Changes to Rules Regulating School-aged Child Care Centers

CDHS Tracking #: 17-08-14-01

Office, Division, & Program: Rule Author: Carin Rosa Phone: 303-866-6246
 OEC, Early Care and Learning, Licensing Unit E-Mail: carin.rosa@state.co.us

STATEMENT OF BASIS AND PURPOSE

Summary of the basis and purpose for new rule or rule change.

Explain why the rule or rule change is necessary and what the program hopes to accomplish through this rule.

The Department is statutorily required to review rules on a regular basis and is authorized to promulgate rules for licensed child care programs providing less than twenty-four (24) hour care that create standards and regulations for these child care programs. This package expands and clarifies children’s health and medication requirements, eliminates unnecessary or duplicate rules, clarifies existing rules, and adds requirements for safety, physical activity and screen time. The previous comprehensive review and revision for the entire rule package for the “Rules Regulating Children’s Resident Camps” and the “Rules Regulating School-aged Child Care Centers” was completed in 2007.

State Board Authority for Rule:

Code	Description
26-1-107, C.R.S. (2015)	State Board to promulgate rules
26-1-109, C.R.S. (2015)	State department rules to coordinate with federal programs
26-1-111, C.R.S. (2015)	State department to promulgate rules for public assistance and welfare activities.

Program Authority for Rule: *Give federal and/or state citations and a summary of the language authorizing the rule-making function AND authority.*

Code	Description
26-6-106(1)(a), C.R.S. (2017)	Standards for facilities and agencies, and authority to promulgate rules;
26-6-113, C.R.S. (2017)	Periodic review of rules and procedures, and licensing of child care facilities

Does the rule incorporate material by reference? Yes No
 Does this rule repeat language found in statute? Yes No

If yes, please explain.

Title of Proposed Rule: **Changes to Rules Regulating Children’s Resident Camps;
Changes to Rules Regulating School-aged Child Care Centers**

CDHS Tracking #: **17-08-14-01**

Office, Division, & Program:
OEC, Early Care and
Learning, Licensing Unit

Rule Author: Carin Rosa

Phone: 303-866-6246

E-Mail: carin.rosa@state.co.us

REGULATORY ANALYSIS

1. List of groups impacted by this rule.

Which groups of persons will benefit, bear the burdens or be adversely impacted by this rule?

Licensed school-aged child care centers and children’s resident camps are governed by these rules and will both benefit from and bear the burden of these rules. There should be minimal cost associated with these rules for providing copies of policies for families, hiring additional staff for smaller ratios if school-aged child care programs chose to accept younger children or on excursions away from the premises, and health consultation and medication requirements. The majority of the rule package is technical cleanup to simplify rule.

2. Describe the qualitative and quantitative impact.

How will this rule-making impact those groups listed above? How many people will be impacted? What are the short-term and long-term consequences of this rule?

For instance, providers may need to alter the way in which they provide policies to families and maintain documentation of staff and children’s records; they may need to revise their nutritional meal menus, or ensure staff has additional training.

Currently, there are approximately 1000 licensed school-aged child care centers and approximately 125 licensed children’s resident camps in Colorado.

Children in licensed school-aged child care centers and children’s resident camps will benefit from the expanded well-being and safety requirements in this rule package.

3. Fiscal Impact

*For each of the categories listed below explain the distribution of dollars; please identify the costs, revenues, matches or any changes in the distribution of funds even if such change has a total zero effect for any entity that falls within the category. If this rule-making requires one of the categories listed below to devote resources without receiving additional funding, please explain why the rule-making is required and what consultation has occurred with those who will need to devote resources. **Answer should NEVER be just “no impact” answer should include “no impact because....”***

State Fiscal Impact (Identify all state agencies with a fiscal impact, including any Colorado Benefits Management System (CBMS) change request costs required to implement this rule change)

No fiscal impacts as these rule revisions are primarily technical cleanup or clarifications to simplify existing rules.

County Fiscal Impact

No County fiscal impact as nothing addressed in this rule revision creates costs for counties.

Federal Fiscal Impact

No fiscal impacts as these rule revisions are primarily technical cleanup or clarifications to simplify existing rules.

Other Fiscal Impact (such as providers, local governments, etc.)

Title of Proposed Rule: Changes to Rules Regulating Children’s Resident Camps;
Changes to Rules Regulating School-aged Child Care Centers

CDHS Tracking #: 17-08-14-01

Office, Division, & Program:
OEC, Early Care and
Learning, Licensing Unit

Rule Author: Carin Rosa

Phone: 303-866-6246

E-Mail: carin.rosa@state.co.us

Providers should see minimal cost associated with these rules for providing copies of policies for families, hiring additional staff for smaller ratios if school-aged programs chose to accept younger children or on excursions away from the premises, and health consultation and medication requirements.

4. Data Description

List and explain any data, such as studies, federal announcements, or questionnaires, which were relied upon when developing this rule?

The Children’s Resident Camp Rules Re-write committee and the School-aged Child Care Center Rules Re-write committee work product (stakeholder working group) directed all aspects of this revised rule package, including advising the Department on language and provisions.

Caring for Our Children 2011, Stepping Stones to Caring for Our Children 2013, and Current American Camp Association Standards informed the health and safety portions of the rule revisions to ensure the rules followed nationally recognized standards of care.

5. Alternatives to this Rule-making

Describe any alternatives that were seriously considered. Are there any less costly or less intrusive ways to accomplish the purpose(s) of this rule? Explain why the program chose this rule-making rather than taking no action or using another alternative. Answer should NEVER be just “no alternative” answer should include “no alternative because...”

No alternative because these rules are considered minimum requirements for health and safety, which the Department is statutorily mandated to promulgate.

Title of Proposed Rule: Changes to Rules Regulating Children’s Resident Camps;
Changes to Rules Regulating School-aged Child Care Centers

CDHS Tracking #: 17-08-14-01

Office, Division, & Program: OEC, Early Care and Learning, Licensing Unit Rule Author: Carin Rosa Phone: 303-866-6246
E-Mail: carin.rosa@state.co.us

OVERVIEW OF PROPOSED RULE

Compare and/or contrast the content of the current regulation and the proposed change.

CCDBG REAUTHORIZATION REQUIREMENT – PURPLE
 PROVIDER/STAKEHOLDER REQUESTED CHANGE-GREEN
 RULE CLARIFICATION – BLUE
 TECHNICAL CLEAN UP/RULE REDUCTION-RED

Rule section Number	Issue	Old Language	New Language or Response	Reason / Example / Best Practice	Public Comment No / Detail
7.711	Technical cleanup	Throughout rule package	Technical cleanup; formatting	Technical cleanup; formatting changes	No
7.711.	Technical cleanup	Rules for Sanitation of Centers	Addition of “Rules Regulating Special Activities; Revised language to reflect current rule title “Rules And Regulations Governing The Health And Sanitation Of Child Care Centers Facilities In The State Of Colorado”	Technical cleanup; revised language	No
7.711.1.A	Rule Clarification	Definitions	Added language of statute section to the definition	Rule clarification	NO
7.711.1.D	Technical cleanup/rule reduction	Definitions	Removed definition for “non-medical religious camp”	Technical cleanup/rule reduction; outdated requirement	NO
7.711.12	Rule Clarification	Governing Body	Defined responsibilities for the Governing Body	Rule Clarification; added language	NO
7.711.14.A, B	Technical cleanup/rule reduction	Insurances	Removed outdated language liability insurance	Technical cleanup/rule reduction; outdated requirement	NO
7.711.15.C	Technical cleanup/rule reduction	Written Agreements, Reports, and Logs	Removed reporting requirement covered in section 7.701	Technical cleanup/rule reduction; outdated requirement	NO
7.711.15.E	Rule Clarification	Written Agreements, Reports, and Logs	Defined lost children	Rule Clarification; added language	NO
7.711.15F	Technical cleanup/rule reduction	Written Agreements, Reports, and Logs	Removed outdated requirement covered in alternate rule section 7.701	Technical cleanup/rule reduction; outdated requirement	NO
7.711.21.B	Provider/stakeholder requested change	General Requirements for All Personnel	Decreased age requirement for staff	Provider/stakeholder requested change	NO
7.711.21.C	Provider/stakeholder requested change	General Requirements for All Personnel	Decreased age requirement for staff	Provider/stakeholder requested change	NO
7.711.21E	Technical cleanup	General Requirements for All Personnel	Timeframe for staff health history stored in a secured	Technical cleanup; revised	NO

Title of Proposed Rule: Changes to Rules Regulating Children’s Resident Camps;
Changes to Rules Regulating School-aged Child Care Centers

CDHS Tracking #: 17-08-14-01

Office, Division, & Program:
OEC, Early Care and
Learning, Licensing Unit

Rule Author: Carin Rosa

Phone: 303-866-6246

E-Mail: carin.rosa@state.co.us

			location	language	
7.711.21F	Technical cleanup	General Requirements for All Personnel	Removed outdated exemption information	Technical cleanup; revised language	NO
7.711.21G	Technical cleanup	General Requirements for All Personnel	Added definitions for emergencies	Technical cleanup; revised language	NO
7.711.22.A	Provider/stakeholder requested change	Camp Personnel	Added experience requirements	Provider/stakeholder requested change; added requirement	NO
7.711.22B,C	Provider/stakeholder requested change	Camp Personnel	Updated language to reflect current definitions to clarify rule and removed outdated language	Provider/stakeholder requested change; clarified rule	Revised language to include additional personnel
7.711.22D	CCDBG REAUTHORIZATION REQUIREMENT	Camp Personnel	Removed outdated requirement and added federal requirement to align with all other programs	CCDBG REAUTHORIZATION REQUIREMENT	Clarified that this is a federal requirement and information covered in training
7.711.22E	Provider/stakeholder requested change	Camp Personnel	Updated language to reflect current definitions to clarify rule and removed outdated language	Provider/stakeholder requested change	NO
7.711.22F	Rule Clarification	Camp Personnel	Added language for caregiver and removed parent	Rule Clarification; defined requirement	NO
7.711.22F	Rule Clarification	Camp Personnel	Added language for qualification	Rule Clarification; defined requirement	NO
7.711.23.B	Provider/stakeholder requested change	Supervision	Added requirement of mechanism for alert	Provider/stakeholder requested change; added requirement	NO
7.711.23E	Provider/stakeholder requested change	Supervision	Added age and qualification requirement	Provider/stakeholder requested change; added requirement	NO
7.711.23H	Technical cleanup/rule reduction	Supervision	Moved requirement for itinerary to alternate section	Technical cleanup/rule reduction; outdated requirement	NO
7.711.31.C	Provider/stakeholder requested change	Health Care	Added requirement for notification for children with special health care needs.	Provider/stakeholder requested change; added requirement	NO
7.711.31.D	Provider/stakeholder requested change	Health Care	Clarified when examination is provided and removed outdated requirements	Provider/stakeholder requested change	Corrected to require

Title of Proposed Rule:

**Changes to Rules Regulating Children’s Resident Camps;
Changes to Rules Regulating School-aged Child Care Centers**

CDHS Tracking #: 17-08-14-01

Office, Division, & Program:
OEC, Early Care and
Learning, Licensing Unit

Rule Author: Carin Rosa

Phone: 303-866-6246

E-Mail: carin.rosa@state.co.us

					examination 10 calendar days prior to admission
7.711.31.E	Provider/stakeholder requested change	Health Care	Clarified immunization requirements	Provider/stakeholder requested change; added requirement	NO
7.711.31.F	Provider/stakeholder requested change	Health Care	Clarified when health care worker is required to meet with campers	Provider/stakeholder requested change; clarified rule	NO
7.711.31.G	Technical cleanup/rule reduction	Health Care	Removed non-medical religious camp requirement	Technical cleanup/rule reduction; outdated	Added exclusion guidelines
7.711.31.H	Technical cleanup/rule reduction	Health Care	Removed communicable disease information regulated by CDPHE	Technical cleanup/rule reduction; unnecessary requirement	NO
7.711.31.J	Technical cleanup/rule reduction	Health Care	Removed non-medical religious camp requirement	Technical cleanup/rule reduction; outdated requirement	NO
7.711.31.J.1.1.a	Provider/stakeholder requested change	Health Care	Added requirements for the disposal of medication and the process for administration of routine and emergency medications	Provider/stakeholder requested change; added requirements	NO
7.711.31.J.1.b	Provider/stakeholder requested change	Health Care	Added option for on-site RN	Provider/stakeholder requested change; added option	NO
7.711.31.J.5	Provider/stakeholder requested change	Health Care	Added requirements for topical preparations	Provider/stakeholder requested change; added requirements	Clarified parental permission required for topical preparations
7.711.31.J.6	Provider/stakeholder requested change	Health Care	Added requirement for home remedies	Provider/stakeholder requested change; added requirements	clarified why home remedies are not allowed
7.711.31.K	Provider/stakeholder requested change	Health Care	Added requirement for treatment procedures	Provider/stakeholder requested change; added	Clarified treatment

Title of Proposed Rule: Changes to Rules Regulating Children’s Resident Camps;
Changes to Rules Regulating School-aged Child Care Centers

CDHS Tracking #: 17-08-14-01

Office, Division, & Program:
OEC, Early Care and
Learning, Licensing Unit

Rule Author: Carin Rosa

Phone: 303-866-6246

E-Mail: carin.rosa@state.co.us

				requirements	procedures are standing orders
7.711.31.O	Technical cleanup/rule reduction	Health Care	Removed equipment and location for ill children regulated by CDPHE	Technical cleanup/rule reduction; unnecessary requirement	NO
7.711.31.P	Technical cleanup/rule reduction	Health Care	Removed supervision for ill children regulated by CDPHE	Technical cleanup/rule reduction; unnecessary requirement	No
7.711.31.O.1-4	Provider/stakeholder requested change	Health Care	Added requirement for protection from sun exposure	Provider/stakeholder requested change; added requirements	NO
7.711.32	Technical cleanup/rule reduction	Guidance	Changed Discipline to Guidance	Technical cleanup/rule reduction; outdated language	NO
7.711.32.A	Rule Clarification	Guidance	Removed outdated language and defined appropriate guidance	Rule Clarification; defined requirement	NO
7.711.32.B	Technical cleanup/rule reduction	Guidance	Removed outdated language for discipline	Technical cleanup/rule reduction; outdated language	NO
7.711.32.C	Technical cleanup/rule reduction	Guidance	Removed outdated language for corporal and harsh punishment	Technical cleanup/rule reduction; outdated language	NO
7.711.32.D	Technical cleanup/rule reduction	Guidance	Clarified requirement for disciplinary measures	Technical cleanup/rule reduction; outdated language	NO
7.711.32.E	Rule Clarification	Guidance	Removed outdated language and defined appropriate guidance through separation	Rule Clarification; defined requirement	NO
7.711.33.A	Provider/stakeholder requested change	Security Procedures	Removed outdated security procedures	Provider/stakeholder requested change; removed outdated requirements	NO
7.711.34.F	Technical cleanup/rule reduction	Food and Nutrition	Removed drinking water requirement covered by CDPHE	Technical cleanup/rule reduction; unnecessary requirement	NO
7.711.35.	Provider/stakeholder requested change	Transportation	Removed outdated transportation procedures and added procedures reflecting current requirements including vehicles and drivers	Provider/stakeholder requested change; removed outdated requirements	Provided information on who was included in creation of requirements
7.711.41.A.3	Technical cleanup/rule reduction	Children’s Records	Combined home and employment information	Technical cleanup/rule reduction; unnecessary	NO

Title of Proposed Rule: Changes to Rules Regulating Children’s Resident Camps;
Changes to Rules Regulating School-aged Child Care Centers

CDHS Tracking #: 17-08-14-01

Office, Division, & Program:
OEC, Early Care and
Learning, Licensing Unit

Rule Author: Carin Rosa

Phone: 303-866-6246

E-Mail: carin.rosa@state.co.us

7.711.41.A.6	Technical cleanup/rule reduction	Children’s Records	Removed unauthorized individuals	requirement Technical cleanup/rule reduction; unnecessary requirement	NO
7.711.41.A.7	Technical cleanup/rule reduction	Children’s Records	Removed non-medical religious camp	Technical cleanup/rule reduction; outdated language	NO
7.711.41.A.8	Technical cleanup/rule reduction	Children’s Records	Removed person or agency and walking or riding language	Technical cleanup/rule reduction; outdated language	NO
7.711.41.A.10	Technical cleanup/rule reduction	Children’s Records	moved records requirement for physical, health history and immunization records	Rule Clarification; moved requirement	NO
7.711.41.B.1	Technical cleanup/rule reduction	Children’s Records	Relocated requirement for health history	Technical cleanup/rule reduction; outdated language	NO
7.711.41.B.2	Technical cleanup/rule reduction	Children’s Records	Removed injury reporting requirement found in alternate section 7.701	Technical cleanup/rule reduction; outdated requirement	NO
7.711.43.A	Rule Clarification	General Information	Clarified records retention	Rule Clarification; defined requirement	NO
7.711.43.C	Technical cleanup/rule reduction	General Information	Removed language for confidentiality of children’s records found in alternate section 7.701	Technical cleanup/rule reduction; outdated requirement	NO
7.711.51.A	Technical cleanup/rule reduction	Campsites	Removed sanitation requirements regulated by CDPHE	Technical cleanup/rule reduction; outdated requirement	NO
7.711.51.B	Provider/stakeholder requested change	Campsites	Added requirement submittal for approval must be made to CDPHE 30 days prior to camp.	Provider/stakeholder requested change; added requirements	NO
7.711.51.D	Technical cleanup/rule reduction	Campsites	Removed health and fire requirements found in alternate section 7.701	Technical cleanup/rule reduction; outdated requirement	NO
7.711.51.H.5	Technical cleanup/rule reduction	Campsites	Removed health and fire requirements found in alternate section and included clarification on shade structure	Technical cleanup/rule reduction; outdated requirement	NO
7.711.51.H.9	Clarified language	Campsites	Clarification of approved resilient surfaces	Clarification; language	NO
7.711.51.H.10	Clarified language	Campsites	Clarification of resilient surfaces required under outdoor climbing equipment	Clarification; language	NO
7.711.51.H.11	Clarified language	Campsites	Clarification of playground safety check	Clarification; language	NO
7.711.51.L.1-2	Provider/stakeholder requested change	Campsites	Added requirement for carbon monoxide detectors.	Provider/stakeholder requested change; added requirements	NO
7.711.52.D	Technical cleanup/rule reduction	Permanent and Semi-Permanent Shelters and Sleeping Facilities	Removed health and fire requirements found in alternate section	Technical cleanup/rule reduction; outdated	NO

**Title of Proposed Rule: Changes to Rules Regulating Children’s Resident Camps;
Changes to Rules Regulating School-aged Child Care Centers**

CDHS Tracking #: 17-08-14-01

Office, Division, & Program:
OEC, Early Care and
Learning, Licensing Unit

Rule Author: Carin Rosa

Phone: 303-866-6246

E-Mail: carin.rosa@state.co.us

7.711.52.E	Technical cleanup/rule reduction	Permanent and Semi-Permanent Shelters and Sleeping Facilities	Removed health requirements found in alternate section	requirement Technical cleanup/rule reduction; outdated requirement	NO
7.711.52.N	Technical cleanup/rule reduction	Permanent and Semi-Permanent Shelters and Sleeping Facilities	Removed insulation requirements	Technical cleanup/rule reduction; outdated requirement	NO
7.711.53A&B	Technical cleanup; language change	Toilet and Bathing Facilities	Updated language	Technical cleanup	Included updated language gender-segregated toilet facilities
7.711.53C1&2	Technical cleanup; rule reduction	Toilet and Bathing Facilities	Removed requirements for maintenance requirements. Eliminate duplicate rule with other agency	Technical cleanup; rule reduction	Included updated language gender-segregated toilet facilities
7.711.53C	Addition to requirement	Toilet and Bathing Facilities	Added a requirement in new construction for hand washing facilities adjacent to where meals are served	Provider/ stakeholder requested change	Clarified that this is for new construction
7.711.53D	Technical cleanup; rule reduction	Toilet and Bathing Facilities	Removed requiring vapor proof lights in shower or bathing area	Technical cleanup; rule reduction	No
7.711.53E	Language change	Toilet and Bathing Facilities	Added meeting the Colorado Department of Public Health and Environment requirements.	Technical cleanup	No
7.711.53G1	Technical cleanup; rule reduction	Toilet and Bathing Facilities	Rules removed; eliminate duplication of rule with other agency	Technical cleanup; rule reduction	No
7.711.754	Technical cleanup; rule reduction	Food Preparation Area	Rules removed; eliminate duplication of rule with other agency	Technical cleanup; rule reduction	No
7.711..55B	Added clarifying language	General Building Safety	Clarified complying with local & building ordinances for any installation and/or construction	Added clarification	No
7.711.55B	Added clarifying language	General Building Safety	Clarified permanent structures	Added clarification	No
7.711.55E	Added clarifying language	General Building Safety	Clarified where egress can be	Added clarification	No
7.711.55G	Added clarifying language	General Building Safety	Clarified maintaining exits	Added clarification	No
7.711.55J1	Added clarifying language	General Building Safety	Clarified installation of heating elements	Added clarification	No
7.711.55J5	Technical cleanup	General Building Safety	More specific language	Technical cleanup	No

Title of Proposed Rule:

**Changes to Rules Regulating Children’s Resident Camps;
Changes to Rules Regulating School-aged Child Care Centers**

CDHS Tracking #: 17-08-14-01

Office, Division, & Program:
OEC, Early Care and
Learning, Licensing Unit

Rule Author: Carin Rosa

Phone: 303-866-6246

E-Mail: carin.rosa@state.co.us

7.711.55K	Technical cleanup and change in requirement	General Building Safety	Separated from power tools; defined additional weapons	Technical cleanup	No
7.711.55L	Technical cleanup & change in requirement	General Building Safety	Separated from weapons & ammunition	Technical cleanup	No
7.711.55M	Added clarifying language	General Building Safety	Removed old language and clarified hazardous items that must be inaccessible to children	Cleanup and clarification added clarification	No
7.711.55R	Added clarifying language	General Building Safety	Clarified all areas accessible to children, types of items, worn or dangerous.	Added clarification	No
7.711.56F	Added clarifying language	Fire Safety Provisions	Removed close at hand & added immediately accessible	Added Clarification	No
7.711.56G	Technical cleanup; additional requirement	Fire Safety Provisions	Campfires and open flames prohibited within 10 feet of any tent or fabric structure	Technical cleanup	No
7.711.53A&B	Technical cleanup; language change	Toilet and Bathing Facilities	Updated language	Technical cleanup	No
7.711.53C1&2	Technical cleanup; rule reduction	Toilet and Bathing Facilities	Removed requirements for maintenance requirements. Eliminate duplicate rule with other agency	Technical cleanup; rule reduction	No
7.711.53C	Addition to requirement	Toilet and Bathing Facilities	Added a requirement in new construction for hand washing facilities adjacent to where meals are served	Provider/ stakeholder requested change	No
7.711.53D	Technical cleanup; rule reduction	Toilet and Bathing Facilities	Removed requiring vapor proof lights in shower or bathing area	Technical cleanup; rule reduction	No
7.711.53E	Language change	Toilet and Bathing Facilities	Added meeting the Colorado Department of Public Health and Environment requirements.	Technical cleanup	No
7.711.53G1	Technical cleanup; rule reduction	Toilet and Bathing Facilities	Rules removed; eliminate duplication of rule with other agency	Technical cleanup; rule reduction	No
7.711.754	Technical cleanup; rule reduction	Food Preparation Area	Rules removed; eliminate duplication of rule with other agency	Technical cleanup; rule reduction	No
7.711..55B	Added clarifying language	General Building Safety	Clarified complying with local & building ordinances for any installation and/or construction	Added clarification	No
7.711.55B	Added clarifying language	General Building Safety	Clarified permanent structures	Added clarification	No
7.711.55E	Added clarifying language	General Building Safety	Clarified where egress can be	Added clarification	No
7.711.55G	Added clarifying language	General Building Safety	Clarified maintaining exits	Added clarification	No
7.711.55J1	Added clarifying language	General Building Safety	Clarified installation of heating elements	Added clarification	No
7.711.55J5	Technical cleanup	General Building Safety	More specific language	Technical cleanup	No
7.711.55K	Technical cleanup and change in requirement	General Building Safety	Separated from power tools; defined additional weapons	Technical cleanup	No
7.711.55L	Technical cleanup & change in requirement	General Building Safety	Separated from weapons & ammunition	Technical cleanup	No
7.711.55M	Added clarifying language	General Building Safety	Removed old language and clarified hazardous items that must be inaccessible to children	Cleanup and clarification added clarification	No
7.711.55R	Added clarifying language	General Building Safety	Clarified all areas accessible to children, types of items, worn or dangerous.	Added clarification	No

Title of Proposed Rule:

**Changes to Rules Regulating Children’s Resident Camps;
Changes to Rules Regulating School-aged Child Care Centers**

CDHS Tracking #: 17-08-14-01

Office, Division, & Program:
OEC, Early Care and
Learning, Licensing Unit

Rule Author: Carin Rosa

Phone: 303-866-6246

E-Mail: carin.rosa@state.co.us

7.711.56F	Added clarifying language	Fire Safety Provisions	Removed close at hand & added immediately accessible	Added Clarification	No
7.711.56G	Technical cleanup; additional requirement	Fire Safety Provisions	Campfires and open flames prohibited within 10 feet of any tent or fabric structure	Technical cleanup	No
7.711.53A&B	Technical cleanup; language change	Toilet and Bathing Facilities	Updated language	Technical cleanup	No
7.711.53C1&2	Technical cleanup; rule reduction	Toilet and Bathing Facilities	Removed requirements for maintenance requirements. Eliminate duplicate rule with other agency	Technical cleanup; rule reduction	No
7.711.53C	Addition to requirement	Toilet and Bathing Facilities	Added a requirement in new construction for hand washing facilities adjacent to where meals are served	Provider/ stakeholder requested change	No
7.711.53D	Technical cleanup; rule reduction	Toilet and Bathing Facilities	Removed requiring vapor proof lights in shower or bathing area	Technical cleanup; rule reduction	No
7.711.53E	Language change	Toilet and Bathing Facilities	Added meeting the Colorado Department of Public Health and Environment requirements.	Technical cleanup	No
7.711.53G1	Technical cleanup; rule reduction	Toilet and Bathing Facilities	Rules removed; eliminate duplication of rule with other agency	Technical cleanup; rule reduction	No
7.711.754	Technical cleanup; rule reduction	Food Preparation Area	Rules removed; eliminate duplication of rule with other agency	Technical cleanup; rule reduction	No
7.711..55B	Added clarifying language	General Building Safety	Clarified complying with local & building ordinances for any installation and/or construction	Added clarification	No
7.711.55B	Added clarifying language	General Building Safety	Clarified permanent structures	Added clarification	No
7.711.55E	Added clarifying language	General Building Safety	Clarified where egress can be	Added clarification	No
7.711.55G	Added clarifying language	General Building Safety	Clarified maintaining exits	Added clarification	No
7.711.55J1	Added clarifying language	General Building Safety	Clarified installation of heating elements	Added clarification	No
7.711.55J5	Technical cleanup	General Building Safety	More specific language	Technical cleanup	No
7.711.55K	Technical cleanup and change in requirement	General Building Safety	Separated from power tools; defined additional weapons	Technical cleanup	No
7.711.55L	Technical cleanup & change in requirement	General Building Safety	Separated from weapons & ammunition	Technical cleanup	No
7.711.55M	Added clarifying language	General Building Safety	Removed old language and clarified hazardous items that must be inaccessible to children	Cleanup and clarification added clarification	No
7.711.55R	Added clarifying language	General Building Safety	Clarified all areas accessible to children, types of items, worn or dangerous.	Added clarification	No
7.712.	Technical cleanup	Throughout rule package	Technical cleanup; formatting	Technical cleanup; formatting changes	No
7.712.2.A	Changes and additions to ages served.	Definitions	Increased ages of children served to 18 years; allows 4 year old children to be enrolled in summer program.	Provider/stakeholder requested change	Comments to keep new language
7.712.2A	Technical cleanup/ rule	Definitions	Removed unnecessary language and outdated rule	Technical cleanup; rule	No

Title of Proposed Rule:

**Changes to Rules Regulating Children’s Resident Camps;
Changes to Rules Regulating School-aged Child Care Centers**

CDHS Tracking #: 17-08-14-01

Office, Division, & Program:
OEC, Early Care and
Learning, Licensing Unit

Rule Author: Carin Rosa

Phone: 303-866-6246

E-Mail: carin.rosa@state.co.us

	reduction		language	reduction.	
7.712.2B	Changes to ages served	Definitions	Increased ages of children served to 18 years	Provider/ stakeholder requested change	No
7.712.2C	Technical cleanup	Definitions	Removed unnecessary language	Technical cleanup; rule reduction	No
7.712.C2	Clarification	Definitions	Mobile programs can operate under one license in a single county.	Added clarification	Clarified why no longer necessary to allow mobile day camp to operate across counties
7.712.C3	Technical cleanup	Definitions	Removed unnecessary language and revised language	Technical cleanup	No
7.712.31A5	Removed severe and added inclement	Statement of Policies and Procedures	Revised language	Provided clarification	No
7.712.31A6	Removed registration and added enrollment	Statement of Policies and Procedures	Revised language	Provider/ stakeholder requested change	No
7.712.31A8	Language change	Statement of Policies and Procedures	Language revised in this section; changes and additions to requirements	Added clarification	No
7.712.31A10	Technical cleanup	Statement of Policies and Procedures	Removed outdated rule language & updated rule language	Technical cleanup & updated rule language	No
7.712.31A11	Language change	Statement of Policies and Procedures	Revised language	Provided clarification	No
7.712.31A11	Technical cleanup	Statement of Policies and Procedures	Removed outdated rule; rule is in General Rules for Child Care Facilities	Technical cleanup; rule reduction	No
7.712.31A13	Removed responsibility added role	Statement of Policies and Procedures	Revised language	Added clarification	No
7.712.31A14	Removed policy added procedure	Statement of Policies and Procedures	Revised language	Added clarification	No
7.712.31A18	Added storage	Statement of Policies and Procedures	Revised language	Added clarification	No
7.712.31A21	Added procedure	Statement of Policies and Procedures	Revised language	Added clarification	No
7.712.31A23	Added language	Statement of Policies and Procedures	Revised language	Added clarification	No
7.712.31A24	Added language	Statement of Policies and Procedures	Revised language	Added clarification	No
7.712.31A25	Added additional policy	Statement of Policies and Procedures	Added procedure for transitioning children between school/ community activities	Provider/stakeholder requested change	No
7.712.31A26	Technical cleanup	Statement of Policies and Procedures	Removed unnecessary language and revised language	Technical cleanup	No
7.712.31A32C	Technical cleanup	Statement of Policies and Procedures	Removed rule	Technical cleanup; Rule reduction	No

Title of Proposed Rule: Changes to Rules Regulating Children’s Resident Camps;
Changes to Rules Regulating School-aged Child Care Centers

CDHS Tracking #: 17-08-14-01

Office, Division, & Program: OEC, Early Care and Learning, Licensing Unit Rule Author: Carin Rosa Phone: 303-866-6246
E-Mail: carin.rosa@state.co.us

7.712.31A32F	Technical cleanup	Statement of Policies and Procedures	Removed rule	Technical cleanup; Rule reduction	No
7.712.41A	Technical cleanup	General Requirements for all Personnel	Removed unnecessary language; added clarifying language	Technical cleanup	No
7.712.41B	Added volunteers	General Requirements for all Personnel	Revised language	Added clarification	No
7.712.41C	Technical cleanup	General Requirements for all Personnel	Removed rule; rule is in General Rules for Child Care Facilities	Technical cleanup; rule reduction	Clarified rule is found in general rules
7.712.41C	CCDBG reauthorization requirement	General Requirements for all Personnel	Changes and additions to requirements	Rule change to comply with Federal law	No
7.712.41E	Technical cleanup	General Requirements for all Personnel	Removed rule; rule is in General Rules for Child Care Facilities	Technical cleanup; rule reduction	Clarified rule is found in general rules
7.712.41D	Language revised	General Requirements for all Personnel	Changes and additions to requirements	Provider/ stakeholder requested change	Clarified rule is found in general rules
7.712.41H	Language revised	General Requirements for all Personnel	Modified language & regulation to reflect current requirements	Added clarification	Revised not to apply to day camps
7.712.41I	Language revised	General Requirements for all Personnel	Modified language & regulation to reflect current requirements	Added clarification	
7.712.42A1c	Technical cleanup; language revised	Program Director	Removed unnecessary language and revised language	Technical cleanup; addition to requirement	
7.712.42A1c2	Language revised	Program Director	Revised language; added clarifying language	Added clarification	
7.712.42B	Language revised	Program Leader	Revised language; additions to requirements; added clarifying language	Added clarification	Revised to exclude day camps and clarified will count towards ongoing training
7.712.42D1	Rule added; required experience	Department-Approved Child Care Consultant	Addition of regulation to reflect current requirements; required topic for consultant to cover to meet specific needs	Provider/ stakeholder requested change	NO

Title of Proposed Rule: Changes to Rules Regulating Children’s Resident Camps;
Changes to Rules Regulating School-aged Child Care Centers

CDHS Tracking #: 17-08-14-01

Office, Division, & Program:
OEC, Early Care and
Learning, Licensing Unit

Rule Author: Carin Rosa

Phone: 303-866-6246

E-Mail: carin.rosa@state.co.us

			of program.		
7.712.42D2	Rule added; required documentation	Department-Approved Child Care Consultant	Addition of regulation to reflect current requirements; document date of consultation and the content that was covered	Provider/ stakeholder requested change	NO
7.712.42D3	Rule added; required documentation of experience	Department-Approved Child Care Consultant	Addition of regulation to reflect current requirements; documentation of license in good standing; biography if knowledge & experience	Provider/ stakeholder requested change	NO
7.712.42D4	Rule added; documentation of required training	Department-Approved Child Care Consultant	Addition of regulation to reflect current requirements; completion & documentation of required Department-Approved Child Health Consultant training	Provider/ stakeholder requested change	NO
7.712.42D5	Rule added; documentation of immunization course	Department-Approved Child Care Consultant	Addition of regulation to reflect current requirements; completion & documentation of required Department-Approved immunization course	Provider/ stakeholder requested change	Positive to keep language
7.712.42F	Rule added; staff on duty at all times with required training	Required Personnel on duty at all times	Addition of regulation to reflect current requirements; staff member with current Department-Approved medication administration training & delegation on duty at all times	Provider/ stakeholder requested change	NO
7.712.43C	Rule added; 4 year old in attendance	Required Staff Supervision	Addition of regulation for supervision when 4 year old are in attendance	Added clarification	NO
7.712.43D	Rule added; required group size	Required Staff Supervision	Addition of regulation for group size of children	Added clarification	NO
7.712.43E	Rule added; group size may be exceeded	Required Staff Supervision	Addition of regulation for time when group size may be exceeded	Added clarification	NO
7.712.43F	Rule added; ratio when 4 year olds are in attendance	Required Staff Supervision	Addition of regulation for required ratio when 4 year olds are in attendance.	Added clarification	NO
7.712.43F	Chart added	Required Staff Supervision	Addition of chart for ratio & group size	Provider/ stakeholder requested change	NO
7.712.43I	Revised language	Required Staff Supervision	Clarified requirement anytime program is away from the building.	Added clarification	Clarified why necessary for supervision
7.712.44	Technical cleanup; language revised	Volunteers	Language revised and addition of requirements for volunteers who work more than 14 days or 112 hours per year	Rule cleanup; language revised	NO
7.712.51B	Removed attendance	Admission Procedure	Language revised; removed attendance & replaced with first day in care	Added clarification	NO
7.712.52A1	Rule added	Statements of Health Status	Requirement of Statements of Health Status at enrollment	Provider/stakeholder requested change	NO
7.712.52A1a	Revised language; health history	Statements of Health Status	Revised language; addition of overall health history including current medications and special diets	Provider/stakeholder requested change	clarified this is a

Title of Proposed Rule:

**Changes to Rules Regulating Children’s Resident Camps;
Changes to Rules Regulating School-aged Child Care Centers**

CDHS Tracking #: 17-08-14-01

Office, Division, & Program:
OEC, Early Care and
Learning, Licensing Unit

Rule Author: Carin Rosa

Phone: 303-866-6246

E-Mail: carin.rosa@state.co.us

					health history and not a physical
7.712.52A1b	Revised language; specified prior to or on first day of care	Statements of Health Status	Revised language; addition of Colorado law requires proof of immunization prior to or on the first day of care.	Provider/stakeholder requested change	Positive to keep
7.712.52Ab1a bc	Added rule for child care centers at a ski area	Statements of Health Status	Addition of regulations for requirements of immunization exemption for child care centers at a ski area based on attendance and parent notification	Provider/stakeholder requested change	NO
7.712.52A2	Added rule for consultant notification	Statements of Health Status	Addition of regulation for notification of child care health consultant prior to the first day of care of enrollment of a child with specialist health care needs	Provider/ stakeholder requested change	NO
7.712.52A3	Revised language	Statements of Health Status	Clarified center staff and hours the center is open	Added clarification	NO
7.712.52B2	Revised language	Emergency Procedures	Clarified notification of parents when there’s an accident, injury, illness, or seek medical attention.	Added clarification	NO
7.712.52B3,4	Revised language	Emergency Procedures	Clarified supervision of ill or injured children until they are picked up or sign out of the program.	Added clarification	NO
7.712.52B5	Revised language	Emergency Procedures	Clarified first aid kits available to staff and out of reach of children. Frequency they must be checked & stocked	Added clarification	NO
7.712.52C1	Revised language; medication with current written order given to children	Medication	Addition of un-expired medication; addition of home remedies/ homeopathic medications not given to children.	Provider/ stakeholder requested change	NO
7.712.52C5	Technical cleanup	Medication	Removed verbal orders taken from the licensed prescriber may be accepted by a licensed registered nurse	Technical cleanup; rule reduction	NO
7.712.52C6,a, b,c	Revised language; administration of medication	Medication	Modified language & regulation to reflect current requirements	Provider/stakeholder requested change	NO
7.712.52C7	Revised language; storage of medication	Medication	Modified language & regulation to reflect current requirements	Provider/stakeholder requested change	NO
7.712.52C8	Rule added; storage of emergency medication	Medication	Addition of storage of emergency medications	Provider/ stakeholder requested change	
7.712.52C10	Revised language	Medication	Added auto injectors	Provider/stakeholder requested change	
7.712.52C13	Revised language	Medication	Added consultants must be aware of severe allergies who can administer auto injectors	Provider/ stakeholder requested change	
7.712.52D1	Revised language; authorization for sunscreen	Sun Protection	Modified language & regulation to reflect current requirements	Provider/ stakeholder requested change	clarified parental permission
7.712.52D5	Added rule	Sun Protection	Addition of application of sunscreen	Provider/ stakeholder	clarified

Title of Proposed Rule: Changes to Rules Regulating Children’s Resident Camps;
Changes to Rules Regulating School-aged Child Care Centers

CDHS Tracking #: 17-08-14-01

Office, Division, & Program: OEC, Early Care and Learning, Licensing Unit Rule Author: Carin Rosa Phone: 303-866-6246
E-Mail: carin.rosa@state.co.us

				requested change	child may apply
7.712.52E3	Revised language	Control of Communicable Illness	Modified language & regulation to reflect current requirements	Provider/ stakeholder requested change	
7.712.53	Technical cleanup; rule reduction	Personal Hygiene	Rule reduction; eliminate duplication of regulation with other agency	Technical cleanup; rule reduction	NO
7.712.53B	Revised language	Personal Hygiene	Removed diapering and replaced with Children with specific toileting needs	Provider/ stakeholder requested change	NO
7.712.54A	Rule reduction; added language	Food and Nutrition	Rule reduction; eliminate duplication of regulation. Addition of food provided by center must meet current USDA child and adult meal pattern requirements	Provider/ stakeholder requested change	clarified when meals and snacks are provided by the center
7.712.54B	Added rule	Food and Nutrition	Modified language & regulation to reflect current requirements. Addition of centers must not provide sugar sweetened beverages to children	Provider/ stakeholder requested change	clarified when meals and snacks are provided by the center
7.712.54C	Added rule	Food and Nutrition	Modified language & regulation to reflect current requirements. Addition of 100% of fruit juice is limited to no more than twice per week	Provider/ stakeholder requested change	clarified when meals and snacks are provided by the center
7.712.54D	Removed rule; added rule	Food and Nutrition	Rule reduction; eliminate duplication of regulation; modified language & regulation to reflect current requirements. Center who don't regularly provide meals must supplement if the meal appears does not appear to meet current USDA	Provider/ stakeholder requested change	clarified when meals and snacks are provided by the center
7.712.54E	Added rule	Food and Nutrition	Modified language & regulation to reflect current requirements. Meal menu planning & recording	Provider/ stakeholder requested change	clarified when meals and snacks are provided

Title of Proposed Rule:

**Changes to Rules Regulating Children’s Resident Camps;
Changes to Rules Regulating School-aged Child Care Centers**

CDHS Tracking #: 17-08-14-01

Office, Division, & Program:
OEC, Early Care and
Learning, Licensing Unit

Rule Author: Carin Rosa

Phone: 303-866-6246

E-Mail: carin.rosa@state.co.us

					by the center
7.712.54F	Added rule	Food and Nutrition	Modified language & regulation to reflect current requirements. Appropriate serving size for child’s age & appetite.	Provider/ stakeholder requested change.	clarified when meals and snacks are provided by the center
7.712.55E	Revised language	Guidance	Clarified appropriate separation when used as a form of guidance	Added clarification	NO
7.712.55H	Added rule	Guidance	Addition of physical exercise must not be used as a form of guidance	Provider/ stakeholder requested change	positive to keep language
7.712.56B1d	Added rule	Requirements for Vehicles	Addition of modification to the vehicle must be completed by manufacturer and have documentation available.	Provider/stakeholder requested change	NO
7.712.56B2b	Rule reduction; rule added	Requirements for Vehicles	Two or more children restrained in one seat belt was removed; addition of the provider must not transport more children than any vehicle can safely accommodate.	Provider/stakeholder requested change	NO
7.712.56C6,7,8,9	Rules added; driver safety	Requirements for Vehicles	Addition to the requirements for drivers; safety, ratio, driver age, and required driver training	Provider/ stakeholder requested change	Clarified training may be developed by the program
7.712.62A,B,C	Rules added; daily physical activities	Physical Activity	Addition of physical gross motor activities requirements based on hours the program is in operation.	Provider/ stakeholder requested change	positive to keep language
7.712.63A,B,c	Rules added; screen time and media use	Screen Time and Media Use	Addition of rules regarding screen time & media use including: not containing explicit language, prohibited during meals & snacks, and developing a media plan	Provider/stakeholder requested change	positive to keep language
7.712.635A1	Language added; parent notification	Field Trips	Addition of notifying parents in advance of any field trip	Provider/ stakeholder requested change	NO
7.712.635A2,3	Added language	Field Trips	Clarification of supervision of children by qualified staff on field trips	Clarification	Clarified why necessary for supervision
7.712.635A5	Added rule; medication on field trip	Field Trips	Addition of qualified staff to administer medication to a child while attending field trip	Provider/ stakeholder requested change	NO

Title of Proposed Rule:

**Changes to Rules Regulating Children’s Resident Camps;
Changes to Rules Regulating School-aged Child Care Centers**

CDHS Tracking #: 17-08-14-01

Office, Division, & Program:
OEC, Early Care and
Learning, Licensing Unit

Rule Author: Carin Rosa

Phone: 303-866-6246

E-Mail: carin.rosa@state.co.us

7.712.635A6	Added rule; filed trip list	Field Trips	Modified language & regulation to reflect current requirements; a list of children and staff out on the field trip must be kept at the center	Provider/ stakeholder requested change	NO
7.712.635A7	Added rule; copy of emergency disaster plan	Field Trips	Modified language & regulation to reflect current requirements; staff must have a copy of the emergency disaster plan when offsite	Provider/ stakeholder requested change	NO
7.712.71.D.4-5	Added language	Building and Facilities	Added requirement of equipment height and resilient surface currently enforced under 7.712.71.C	Clarification; added requirement	clarified height is based on play surface unless equipped with protective barrier
7.712.71E	Technical cleanup; Rule reduction	Building and Facilities	Removed rule; eliminate duplication of regulation with other agency	Technical cleanup; rule reduction	NO
7.712.72B	Added requirement	Toilet Facilities	Addition for new construction after April 1, 2018 must have one sink & toilet for every 15 or fewer children	Provider/ stakeholder requested change	Clarified only for new construction and gender-segregated toilets
7.712.73	Technical cleanup; rule reduction	Food Preparation Area	Removed rule; eliminate duplication of regulation with other agency	Technical cleanup; rule reduction	NO
7.712.73B2	Technical cleanup; revised language	Fire Safety	Revised language and addition of requirement	Technical clean up	NO
7.712.81A7	Addition of requirement	Children’s Records	Revised & clarified language	Provider/ stakeholder requested change	NO
7.712.82A5	Technical cleanup; rule reduction	Staff Records	Removed rule; duplicate rule	Technical cleanup; rule reduction	clarified found in general rules
7.712.82A7	Technical cleanup; added language	Staff Records	Addition of Federal Bureau of Investigation	Technical cleanup	NO
7.712.83B	Added language	Administrative Records and Reports	Clarified reporting to the Department using the online injury reporting system	Added clarification	NO
7.712.83D	Technical cleanup; change	Administrative Records and Reports	Center must maintain records of reports made to Colorado	Technical cleanup	NO

Title of Proposed Rule: Changes to Rules Regulating Children’s Resident Camps;
Changes to Rules Regulating School-aged Child Care Centers

CDHS Tracking #: 17-08-14-01

Office, Division, & Program: OEC, Early Care and Learning, Licensing Unit

Rule Author: Carin Rosa Phone: 303-866-6246
E-Mail: carin.rosa@state.co.us

	in requirement		Department of Public Health and Environment or local public health agency		
7.712.83D	Technical cleanup; rule reduction	Administrative Records and Reports	Removed rule; required in 7.712.52B2, 7.712.83B, & 7.712.52C9	Technical cleanup; rule reduction	NO
7.712.83G	Technical cleanup; rule reduction	Administrative Records and Reports	Removed rule; required in General Regulations for Child Care Centers	Technical cleanup; rule reduction	NO

Title of Proposed Rule: Changes to Rules Regulating Children’s Resident Camps;
Changes to Rules Regulating School-aged Child Care Centers

CDHS Tracking #: 17-08-14-01

Office, Division, & Program: Rule Author: Carin Rosa Phone: 303-866-6246
 OEC, Early Care and Learning, Licensing Unit E-Mail: carin.rosa@state.co.us

STAKEHOLDER COMMENT SUMMARY

Development

The following individuals and/or entities were included in the development of these proposed rules (such as other Program Areas, Legislative Liaison, and Sub-PAC):

The Children’s Resident Camp Rules Re-write committee and the School-aged Child Care Center Rules Re-write committee work product (stakeholder working group) directed all aspects of this revised rule package, including advising the Department on language and provisions.

Committee members include: Colorado Department of Public Health and Environment, Healthy Child Care Colorado, Qualistar Colorado, Denver Public Health and Environment, Avid 4 Adventure, St. Vrain Valley School District, Boulder Valley School District, Adams 12 School District, Children’s Hospital Colorado, Colorado Early Education Network, Mesa County Health Department, Institute for Racial Equity and Excellence, Colorado Ski Country USA, Extended Hours Program, Jefferson County school District, Jefferson County Health Department, Louisville City Government, Rocky Mountain Region of the American Camp Association, Indian Hills Camp, Boy Scouts of America, YMCA of the Rockies, Work Bright, Sanborn Western Camps and Pathways.

This Rule-Making Package

The following individuals and/or entities were contacted and informed that this rule-making was proposed for consideration by the State Board of Human Services:

All licensed School-aged Child Care Centers and Children’s Resident camps

Other State Agencies

Are other State Agencies (such as HCPF or CDPHE) impacted by these rules? If so, have they been contacted and provided input on the proposed rules?

Yes No

If yes, who was contacted and what was their input?

CDPHE was consulted on the development of these regulations and assisted with removing duplicative regulations

Sub-PAC

Have these rules been reviewed by the appropriate Sub-PAC Committee?

Yes No

Name of Sub-PAC	EC Sub-PAC		
Date presented	Electronically November 8, 2017		
What issues were raised?			
Vote Count	<i>For</i>	<i>Against</i>	<i>Abstain</i>
	2	0	
If not presented, explain why.			

PAC

Have these rules been approved by PAC?

Yes No

Date presented The rules will be presented to PAC on December 7, 2017

Title of Proposed Rule: Changes to Rules Regulating Children’s Resident Camps;
Changes to Rules Regulating School-aged Child Care Centers

CDHS Tracking #: 17-08-14-01

Office, Division, & Program: OEC, Early Care and Learning, Licensing Unit

Rule Author: Carin Rosa Phone: 303-866-6246
E-Mail: carin.rosa@state.co.us

What issues were raised?
Vote Count

<i>For</i>	<i>Against</i>	<i>Abstain</i>

If not presented, explain why.

Other Comments

Comments were received from stakeholders on the proposed rules:

Yes No

If “yes” to any of the above questions, summarize and/or attach the feedback received, including requests made by the State Board of Human Services, by specifying the section and including the Department/Office/Division response. Provide proof of agreement or ongoing issues with a letter or public testimony by the stakeholder.

**CCDBG REAUTHORIZATION REQUIREMENT – PURPLE
PROVIDER/STAKEHOLDER REQUESTED CHANGE-GREEN
RULE CLARIFICATION – BLUE
TECHNICAL CLEAN UP/RULE REDUCTION-RED**

7.711 RULES REGULATING CHILDREN’S RESIDENT CAMPS

In addition to the General Rules for Child Care Facilities, Children's Resident Camps shall follow the rules specified in this section and the **“RULES REGULATING SPECIAL ACTIVITIES”**. ~~AND “RULES AND Regulations Governing the HEALTH AND Sanitation of Child Care Centers FACILITIES in the State of Colorado”~~.

7.711.1 DEFINITIONS

- A. A “residential camp” ~~is defined at Section 26-6-102(2.2), C.R.S.~~ MEANS A FACILITY OPERATING FOR THREE OR MORE CONSECUTIVE TWENTY-FOUR-HOUR DAYS DURING ONE OR MORE SEASONS OF THE YEAR FOR THE CARE OF FIVE OR MORE CHILDREN. THE FACILITY SHALL HAVE AS ITS PURPOSE A GROUP LIVING EXPERIENCE OFFERING EDUCATION AND RECREATIONAL ACTIVITIES IN AN OUTDOOR ENVIRONMENT. THE RECREATIONAL EXPERIENCES MAY OCCUR AT THE PERMANENT CAMP PREMISES OR ON TRIPS OFF THE PREMISES. A CHILDREN'S RESIDENT CAMP SHALL SERVE CHILDREN WHO HAVE COMPLETED KINDERGARTEN OR ARE SIX YEARS OF AGE OR OLDER THROUGH CHILDREN YOUNGER THAN NINETEEN YEARS OF AGE; EXCEPT THAT A PERSON NINETEEN YEARS OF AGE OR TWENTY YEARS OF AGE MAY ATTEND A CHILDREN'S RESIDENT CAMP IF, WITHIN SIX MONTHS PRIOR TO ATTENDING THE CHILDREN'S RESIDENT CAMP, HE OR SHE HAS ATTENDED OR HAS GRADUATED FROM HIGH SCHOOL.
- B. A residential camp may have a “primitive camp” which is a portion of the permanent camp premises or another site at which the basic needs for camp operation, such as places of abode, water supply systems, and permanent toilet and/or cooking facilities, are not usually provided.
- C. A “travel-trip camp” shall be known as a camp in which there is no permanent camp site and children move from one site to another. The travel-trip camp either originates in Colorado or moves into and/or through Colorado from another state and operates for three or more consecutive 24-hour days during one or more seasons of the year for the care of five or more children who are at least ten (10) years old or have completed the fourth grade. The program shall have as its purpose a group learning experience offering educational and recreational activities utilizing an outdoor environment.
- D. ~~A “non-medical religious camp” is a camp operated by a religious organization which does not believe in the use of medical practice in physical examination or treatment of illness or injury.~~

7.711.11 Purpose and Goals

Each camp shall **MUST** submit to the department a statement of goals and objectives. This statement shall **MUST** be kept on file, updated periodically, made known to staff, and available for licensing inspection.

7.711.12 Governing Body

The governing body shall **MUST** be identified by its legal name. The names and addresses of individuals who hold primary financial control and officers of the governing body shall **MUST** be disclosed fully to the Colorado Department of Human Services. **THE GOVERNING BODY IS RESPONSIBLE FOR PROVIDING NECESSARY FACILITIES, ADEQUATE FINANCING, QUALIFIED PERSONNEL, SERVICES, AND PROGRAM FUNCTIONS FOR THE SAFETY AND WELL-BEING OF CHILDREN IN ACCORDANCE WITH THESE RULES.** When changes of governing body occur, the new governing body must immediately submit an original application and pay the required fee.

- A. If the governing body lets, leases, or rents the licensed facility to any group or organization whose program falls under the definition as found at Section 7.711.1 and verifies in writing to the State Department that the lessee meets the licensing standards, an application is not required of the lessee. If the governing body does not verify that the lessee meets the licensing standards, an application is required of the lessee and the license must be issued to the lessee before the camp opens.
- B. When the facility is let, leased, or rented, the governing body shall **MUST** report the following in writing at the request of the State Department: name of the group, number and ages of children, length of time for use of the facility, and the purpose of the camp.

7.711.13 Financial Support

The governing body shall **MUST** satisfy the department upon request that there is sufficient financial support to operate and maintain a camp in accordance with these rules and camp goals and objectives.

7.711.14 Insurances

- ~~A. Every facility shall **MUST** carry public liability insurance. The applicant or licensee shall **MUST** submit the amount of the insurance and the name and the address of the insurance agency providing the insurance to the camp. The camp shall **MUST** maintain information about the insurance at the campsite. **A camp need not carry public liability insurance if the camp's governing body determines that insurance is unnecessary due to its financial ability to meet all possible claims. The basis of such judgment must be revealed to the department.**~~
- ~~B. **Camps operating their own transportation vehicles shall carry liability insurance in compliance with the minimum limits required by Article 10, Chapter 7, Colorado Revised Statutes.**~~

7.711.15 Written Agreements, Reports, and Logs

- A. There shall **MUST** be on file at the campsite and annually-dated ~~a written~~ **A WRITTEN OR ELECTRONIC** agreement with a licensed physician or nearby health care facility **TO PROVIDE stating that the physician or health care facility will furnish** the necessary medical services for campers at the camp and medical help as a backup to the camp staff members responsible for health supervision.
- B. A travel-trip camp is not required to have a written agreement, but **IT** must have a list of all medical facilities in areas where the travel-trip camp will be traveling.
- ~~C. **The camp shall report to the State Department in writing within 48 hours each injury or illness which required that the camper be permanently sent home. The report shall include name, age**~~

~~and address of the camper; name of camper's parent(s) or guardian(s) and their address if different; date of accident or illness; description of accident or diagnosis of illness; treatment given; name and address of physician prescribing treatment; and, where treatment was given and disposition of the case.~~

- DC. The camp ~~shall~~ **MUST** maintain at the campsite a medical record keeping system, listing name of camper, ~~ailment~~ **ILLNESS OR INJURY**, ~~treatment~~ **TREATMENT** and ~~administered date~~ **DATE THE TREATMENT WAS ADMINISTERED**, and name of person administering care. This record keeping system ~~shall~~ **MUST** be available to licensing personnel.
- ED. ~~Within 24 hours of each incident, t~~The camp ~~shall~~ **MUST** submit **AS SOON AS POSSIBLE BUT NOT LONGER THAN** ~~within~~ 24 hours to the State Department a written report about any camper who has been ~~lost~~ **SEPARATED FROM THE GROUP OUTSIDE OF THE SUPERVISION OF THEIR ASSIGNED STAFF MEMBER from the campsite** and for whom a report has been made to the local ~~sheriffs~~ **SHERIFF'S** department for search and rescue. Such report ~~shall~~ **MUST** indicate the name, age, and address of the camper; the name of parent(s) ~~or~~ guardian(s) and their address if different; the date when the child was lost; the location, time, and circumstances when the camper was last seen; ~~and~~; circumstances of locating the camper.
- F. ~~Each camp shall have a plan for action in case of natural disasters, lost campers/swimmers, injuries, and illnesses. These plans shall be in writing and shall be on file at the camp office. The staff shall receive training regarding the implementation of these plans. In the case of a travel trip or primitive camp, these plans shall accompany the staff members and campers.~~

7.711.2 PERSONNEL

7.711.21 General Requirements for All Personnel

- A. All paid employees at the camp ~~shall be sixteen (16) years of age or over, except that employment of maintenance staff including kitchen service, grounds, and housekeeping employees under~~ **LESS THAN** 16 years of age ~~is allowed if~~ **MUST BE EMPLOYED** in compliance with Colorado labor laws.
- B. All counselors and staff members having a supervisory role with campers ~~shall~~ **MUST** be at least eighteen (18) years of age, **OR SEVENTEEN (17) YEARS OF AGE AND GRADUATED HIGH SCHOOL OR COMPLETION OF GED**, and have interest in, respect for, and ability to work with children.
- C. There ~~shall~~ **MUST** be a letter of agreement with each volunteer or employed staff member which includes listing of specific responsibilities/job description and referring to information contained in the hiring packet or staff manual. Days or hours of employment/time off, personal conduct, and ~~necessary medical examinations~~ **HEALTH HISTORY QUESTIONNAIRE** must be provided in writing **OR ELECTRONICALLY** and may be provided in the hiring packet or the staff manual. The letter of agreement ~~shall~~ **MUST** be signed by both the employer and the volunteer or staff member. In the case of staff members or volunteers who are younger than eighteen (18) years old, the letter of agreement ~~shall~~ **MUST** also be signed by the parent~~S/~~ **or** guardian~~S~~.
- D. There ~~shall~~ **MUST** be at least three references ~~about~~ **FOR** each staff member of the camp attesting to the individual's character and suitability to work with children. The written references ~~shall~~ **MUST** be in the personnel file or there ~~shall~~ **MUST** be an indication in the personnel file that a reference has been obtained ~~by telephone~~.

- E. Each staff member must complete ~~a~~ ANNUAL ~~current~~ health history. ~~and must have been examined within the last 24 months by a licensed medical health care professional approved to perform physical examinations.~~ The health history must ~~be completed within 90 calendar days of the beginning of working at the camp and shall~~ be maintained ~~IN the personnel file~~ A SECURED LOCATION at the camp. ~~The staff members of a non-medical religious camp are exempt from this regulation.~~
- ~~F. If a staff member wishes an exemption from an examination performed by a licensed medical health care professional due to religious beliefs, the staff member shall submit a signed, written statement, which states the reason for the religious exemption and that the individual is in good health. A camp retains the right to ask a staff member for a written statement prior to employment at the camp.~~
- GF. Each staff member ~~shall~~ MUST be trained and given written instructions as to camp policy when emergencies occur INCLUDING BUT NOT LIMITED TO: ~~such as fires,~~ LOST CAMPERS, MEDICAL SITUATIONS, HAZARDOUS WILDLIFE and ENVIRONMENTAL HAZARDS. IN THE CASE OF TRAVEL TRIP OR PRIMITIVE CAMPS, THESE PLANS MUST ACCOMPANY THE STAFF AND CAMPERS.

7.711.22 Necessary Camp Personnel

- A. Each camp ~~shall~~ MUST have an onsite director who ~~shall~~ MUST be at least twenty-one (21) years of age. The director ~~shall~~ MUST have ~~a maturity of judgment and 12 MONTHS (1820 HOURS) prior~~ verified ~~adult~~ leadership experience in an administrative or supervisory position, WITH GROUPS OF CHILDREN FIVE (5) YEARS OF AGE OR OLDER, ~~at an organized camp, and twelve months employed adult leadership with groups of children~~ since he OR /she attained the age of EIGHTEEN (18) years.
- B. At each permanent camp there ~~shall~~ MUST be AT LEAST one ~~or more~~ health care ~~providers~~ WORKER who ~~shall be~~ IS responsible for monitoring the overall health of the CAMPERS AND STAFF. ~~and creating a healthy camp community.~~ A ~~health-HEALTH~~ care ~~provider~~ WORKER ~~may~~ MUST be one of the following: a licensed physician, a registered nurse, a licensed practical nurse, a licensed physician's assistant, a certified nursing assistant ~~or a staff member who holds a current American Red Cross Emergency Response Certificate or a current certificate as an Emergency Medical Technician or equivalent.~~ Any health care provider other than a licensed physician, registered nurse, or licensed practical nurse must also hold a current certificate indicating completion of the State Department approved and required medication administration course. OR AN INDIVIDUAL WHO HOLDS CURRENT CERTIFICATION IN EMERGENCY MEDICAL SERVICES. ALL HEALTH CARE WORKERS MUST WORK WITHIN THEIR SCOPE OF PRACTICE, INCLUDING THE ABILITY TO WORK INDEPENDENTLY OR WITH REQUIRED OVERSIGHT.
1. At least one health care ~~provider~~ WORKER ~~shall~~ MUST be at the camp twenty-four (24) hours per day that the camp is in session.
 2. If the camp health care ~~provider~~ WORKER is not a physician or RN, a physician or RN currently licensed in Colorado must specifically delegate ~~authority to any camp health care provider or THE~~ camp staff member ~~to~~ THE AUTHORITY TO administer medications. The delegating physician or RN must be aware of the specific medical needs of campers, be available for consultation while the camp is in session, and accept responsibility for monitoring the therapeutic effects of medications administered at camp. ~~As directed by their scope of practice, EMTs may not administer medications in the camp setting; therefore, an EMT may not serve as the sole camp health care provider.~~ Respiratory therapists may administer medication within their scope of practice.

3. ~~IN ORDER TO ADMINISTER MEDICATIONS~~ All health care ~~providers~~ WORKERS, except physicians and RNs, must ~~take~~ COMPLETE the Department-approved ~~m~~Medication ~~a~~Administration ~~course~~ TRAINING, RECEIVE DELEGATION and hold a current DEPARTMENT-APPROVED First Aid and CPR ~~card~~ CERTIFICATION.
- C. At any ~~primitive~~ camp LESS THAN THIRTY (30) MINUTES FROM EMERGENCY MEDICAL SERVICES **BY VEHICLE, IN CLEAR WEATHER**, within sixty (60) minutes from definitive medical care of the base camp, where children may be away from the base camp for up to six nights, there must be at least one staff member WITH EACH GROUP OF CHILDREN qualified with ~~community~~ DEPARTMENT-APPROVED First Aid training, CPR, and ~~m~~Medication ~~a~~Administration ~~t~~training AND DELEGATION. ~~if children taking medicine accompany the trip.~~
- D. ~~At any primitive camp where children are either more than one hour from definitive medical care or are away from the base camp for seven or more nights, there must be at least one staff member with each group of children with wilderness First Aid training, CPR, and medication administration training.~~ ALL STAFF MEMBERS MUST COMPLETE A DEPARTMENT-APPROVED STANDARD PRECAUTIONS TRAINING PRIOR TO WORKING WITH CHILDREN. THIS TRAINING MUST BE RENEWED ANNUALLY AND MAY COUNT TOWARDS ONGOING TRAINING REQUIREMENTS.
- E. ~~At any primitive camp where children are away from camp for seven or more nights and are more than one hour away from emergency medical services, there must be at least one staff member with each group of children with wilderness first responder training, CPR, and medication administration training if children taking medicine accompany the trip.~~ FOR EVERY THIRTY (30) OR FEWER CHILDREN IN ATTENDANCE, THERE MUST BE AT LEAST ONE (1) STAFF MEMBER WITH EACH GROUP OF CHILDREN WHO HOLDS CURRENT DEPARTMENT-APPROVED FIRST AID AND CPR FOR ALL AGES OF CHILDREN. AT ANY CAMP MORE THAN THIRTY (30) MINUTES AWAY FROM EMERGENCY MEDICAL SERVICES, THERE MUST BE AT LEAST ONE (1) STAFF MEMBER WITH EACH GROUP OF CHILDREN QUALIFIED WITH A MINIMUM OF WILDERNESS FIRST AID TRAINING, DEPARTMENT-APPROVED CPR AND MEDICATION ADMINISTRATION TRAINING. STAFF MEMBERS WITH MEDICATION ADMINISTRATION TRAINING MUST HAVE ANNUAL DELEGATION AS REQUIRED **AT SECTION 7.711.22.B.3.**
- F. There ~~shall~~ MUST be sufficient camp counselors or staff members who have a supervisory role with children at the camp to meet the staff ratio as indicated in Section 7.711.23. Children under the age of six (6) years who live at camp or are visiting ~~with their parent~~ must be directly supervised by ~~their parent~~ A CAREGIVER, WHO IS NOT INCLUDED IN THE STAFF TO CAMPER RATIO, at all times when the children are involved in camp activities. Staff members whose children are under six (6) years of age cannot be supervising campers or leading special activities when they are supervising their own children.
- G. If the camp has counselors-in-training **WHO ARE NOT FULLY QUALIFIED**, they must be directly accountable to a qualified counselor or specialized staff member and must be directly supervised by those individuals in their role when caring for children. The counselors-in-training who are less than eighteen (18) years old ~~shall~~ MUST not be counted as staff members in the maintenance of the staff ratio for supervision of children as found at Section 7.711.23.
- H. There ~~shall~~ MUST be specialized staff members who are responsible for specific portions of the camp program. Requirements for those specialized staff members are found among the requirements for the specialized activity areas at Section 7.719, et seq.

7.711.23 ~~Necessary Staff~~ Supervision

- A. The camp ~~shall~~ MUST have an accurate system whereby staff members who are responsible for the supervision of children ~~shall~~ MUST know where each child is at all times.

- B. At no time ~~shall~~ **MAY** a camper be left without qualified supervision. Sleeping quarters of the counselors ~~shall~~ **MUST** be ~~in close proximity~~ **WITHIN SIGHT OR HEARING DISTANCE** to ~~OF THE~~ sleeping quarters of the children whom they supervise ~~so that counselors are within sight or hearing of the children they supervise~~. Children may sleep alone for specific program functions such as solos or survival experiences and then only when regularly monitored pursuant to the camp's written program. **THE CAMP'S WRITTEN PROGRAM MUST INCLUDE AN AUDIBLE MECHANISM FOR A CAMPER TO ALERT A STAFF MEMBER WHO IS ABLE TO IMMEDIATELY RESPOND.**
- C. Each special activity ~~shall~~ **MUST** be supervised by a staff member currently qualified in DEPARTMENT-APPROVED First Aid and CPR training, and by the experience and training in that special activity as specified in Section 7.719, et seq.
- D. In a residential camp, ratio of one (1) staff member having a supervisory role with children per number of campers ~~or fraction thereof~~ **MUST** be maintained at all times as follows:

<u>Age of Children</u>	<u>Number of Children</u>	<u>Number of Staff Members</u>
6 5 and THROUGH 7 yrs. old	6	1
8 through 10 yrs. old	8	1
11 through 13 yrs. old	10	1
14 through 15 -yrs. old and over OLDER	12	1

- E. In a trip away from the residential camp premises or at the primitive camp, the staff ratio given at Section 7.711.23, D, ~~shall~~ **MUST** be maintained, but there ~~shall~~ **MUST** be at least two staff members accompanying each trip, and one staff ~~member shall hold at least a current Red Cross standard First Aid and safety certificate or equivalent~~ **MUST MEET THE QUALIFICATIONS AS DEFINED IN 7.711.22.C,E.** If the trip exceeds two nights, there ~~shall~~ **MUST** be with the group a staff member who **IS AT LEAST TWENTY-ONE (21) YEARS OF AGE, has maturity of EXERCISES GOOD judgment, and THE ABILITY TO ASSUME LEADERSHIP INDEPENDENTLY AND** has been trained in trip leading procedures.
- F. In a travel-trip camp, the staff ratio given at Section 7.711.23, D, ~~shall~~ **MUST** be maintained, but there ~~shall~~ **MUST** be at least two (2) staff members at all times with the campers. One (1) of those staff members must be at least twenty-one (21) years old and one (1) staff member ~~shall~~ **MUST** meet qualifications of the health care ~~provider~~ **WORKER (see AS DEFINED IN Section 7.711.22.B).**
- G. In the case of trips away from the permanent residential camp, including overnights **OR TRAVEL-TRIP CAMPS**, there ~~shall~~ **MUST** be a day-to-day itinerary prepared prior to departure. The resident camp headquarters ~~shall~~ **MUST** keep a copy of the itinerary. The itinerary ~~shall~~ **MUST** be followed as closely as possible. ~~Resident eCamp headquarters shall~~ **MUST** be notified of an itinerary change as soon as possible.
- ~~H. A travel-trip camp shall establish a day-to-day itinerary. A copy shall be on file at the camp headquarters. The itinerary shall be followed as closely as possible. In case of emergency, if a change in the itinerary is necessary, the camp headquarters shall be notified as soon as possible.~~

~~7.711.3 – 7.711.42 – None [Rev. eff. 6/1/07]~~

7.711.53 CHILD CARE

7.711.531 Health Care

- A. The camp health program ~~shall~~ **MUST** be under the supervision of an individual qualified as stated at Section 7.711.22, B.
- B. ~~At the time of~~ **AT LEAST TEN (10) CALENDAR DAYS PRIOR TO** admission, each camper ~~shall~~ **MUST** furnish a health history which indicates communicable diseases and ~~serious~~ **CHRONIC** illnesses or ~~operations~~ **INJURIES** the individual has had, any known drug reactions and allergies, medications being taken, and any necessary **HEALTH PROCEDURES OR** special diets ~~at the time of camp admission.~~
- C. **THE CAMP MUST INFORM ITS HEALTH CARE WORKER PRIOR TO THE FIRST DAY OF CARE OF THE ENROLLMENT OF A CHILD WITH SPECIAL HEALTH CARE NEEDS, IF KNOWN, TO ENSURE STAFF RECEIVES TRAINING, DELEGATION AND SUPERVISION AS INDICATED BY THE CHILD'S INDIVIDUALIZED HEALTH CARE PLAN.**
- ~~GD.~~ The camper ~~shall~~ **MUST** present a statement confirming a physical examination, which has been performed within the preceding twenty-four **(24)** months **FROM THE FIRST DAY OF ATTENDANCE AT CAMP** by a ~~licensed physician or qualified, licensed nurse practitioner~~ **HEALTH CARE PROVIDER, WHICH INCLUDES.** ~~The physician or nurse practitioner shall be asked to inform the camp as to~~ any physical problems which would limit the camper's activity, **AND** any special care which the child will need, ~~and include a record of up-to-date immunizations which the child has had, including the date of the last tetanus shot.~~
- ~~DE.~~ ~~If the camper wishes an exemption from a statement confirming a physical examination and immunizations due to religious beliefs, the camper shall submit a written statement, signed by the camper's parents or legal guardian, which states the reason for such an exemption and that the individual is in good health. The camp has the right to refuse the admission of a child who has no statement from a physician or nurse practitioner. The camper must submit documentation of immunization status or exemption as required by Colorado Department of Public Health and Environment (CDPHE). Immunizations must be updated and recorded as specified on the certificate of immunization or alternate certificate of immunization as supplied and approved by the Colorado Department of Public Health and Environment (CDPHE). Colorado law requires proof of immunization or exemption be provided prior to or on the first day of admission.~~
- ~~EF.~~ UPON ARRIVAL OR ~~W~~**within TWENTY-FOUR (24) hours** ~~after arrival at camp~~, each camper ~~shall~~ **MUST** be observed by camp staff trained to do so to identify noticeable evidence of any illness, communicable disease, or signs of abuse. **Within twenty-four (24) hours** the camp health care ~~provider~~ **WORKER shall MUST** meet with campers ~~upon arrival at camp~~ that have special medications, **HEALTH treatment** procedures ~~or~~, **SPECIAL dietetic** restrictions ~~or~~, known allergic reactions, **CHRONIC HEALTH CONDITIONS** or any known physical limitations.
- ~~FG.~~ The camp must provide evidence that the exclusion of ~~if~~ a child ~~that~~ shows signs of ~~severe~~ illness or communicable disease is in compliance with the exclusion guidelines of ~~listed in the Colorado Department of Public Health and Environment (CDPHE)~~ **exclusion guidelines.** ~~the camper shall MUST be separated from other campers, parents/GUARDIANS shall MUST be notified, and if a child needs to be excluded the camp must consult a doctor or medical facility shall MUST be consulted, if appropriate and as required,~~ as to the child's treatment. ~~All items used by the sick child shall MUST be properly disinfected before use by any other person.~~
- ~~G.~~ ~~The non-medical religious camp shall notify parents immediately when a camper becomes ill, but is exempt from the requirement of consultation with the doctor or medical facility.~~
- ~~H.~~ ~~When communicable diseases occur, parents and staff members shall be advised what protective measures are available and indicated for the particular disease, and the county or state health officer notified.~~

- H. If a camper requires medical attention away from the camp site, the camper's parents/ or guardian shall MUST be immediately notified and necessary medical care shall MUST be sought from a licensed physician HEALTH CARE PROVIDER or medical facility. Written authorization for medical care shall MUST be in the child's file pursuant to Section 7.711.61, A, 9.
- ~~J. If a camper requires medical attention away from the campsite of a non-medical religious camp, the parents shall be notified and their instructions followed.~~
- KI. In the case of travel-trip camps, primitive camps, or trips away from the camp, a copy of the statement which has been signed by the parent or guardian indicating that the camp staff may obtain emergency medical care shall MUST be in the possession of staff members accompanying the campers. The original signed statement shall MUST be readily accessible.
- LJ. The camp health care provider WORKER shall MUST be responsible for administering medication to campers. If the health care provider WORKER is not a currently Colorado licensed RN or physician, the health care provider WORKER may only administer medication PRESCRIBED FOR INDIVIDUAL CAMPERS AS delegated and supervised by a RN or physician. Respiratory therapists may administer medication within their scope of practice. ~~The health care provider shall administer only medicines prescribed for an individual camper or medicines listed in written standing treatment procedures from a licensed physician who has agreed to furnish medical services for the camp, pursuant to Section 7.711.61, A. Such medicines shall only be administered by authority of written authorization given to the camp or to the health care provider by the child's physician or camp physician.~~
1. MEDICATION prescribed for campers shall MUST be from a licensed pharmacy; labeled with the name, address, and phone number of the pharmacy; name of the camper; name and strength of the medicine; directions for use; date filled; prescription number; and, the name of THE practitioner prescribing the medicine. When no longer needed OR EXPIRED, the medication shall MUST be returned to the parent or destroyed DISPOSED OF IN ACCORDANCE WITH THE COLORADO DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT (CDPHE) REQUIREMENTS PROPERLY.
- a. WHEN THE CAMP HAS AN ON-SITE RN OR PHYSICIAN, AND CAMPERS ARE ON EXCURSIONS AWAY FROM THE CAMP, THE RN OR PHYSICIAN IS RESPONSIBLE FOR DETERMINING A SAFE PROCESS FOR THE ADMINISTRATION OF ROUTINE AND EMERGENCY MEDICATIONS. THIS PROCESS SHOULD INCLUDE:
- i. THE TRANSFER OF MEDICATIONS AND ASSOCIATED DOCUMENTS FROM THEIR USUAL STORAGE PLACE TO PORTABLE STORAGE FOR THE TRIP.
- ii. LABELING WHICH INCLUDES CAMPER'S NAME, MEDICATION, ROUTE, DOSAGE, AND TIME THE MEDICATION SHOULD BE ADMINISTERED AS INDICATED ON THE ORIGINAL MEDICATION CONTAINER.
- iii. SECURE AND TEMPERATURE APPROPRIATE STORAGE DURING THE TRIP.
- iv. HAND HYGIENE DURING THE TRIP.
- v. APPROPRIATE DOCUMENTATION PRACTICES DURING THE TRIP.

- vi. THE RETURN OF MEDICATION AND ASSOCIATED DOCUMENTS FROM PORTABLE STORAGE FOR THE FIELD TRIP TO THEIR USUAL ON-SITE STORAGE.
- b. IF THE CAMP DOES NOT HAVE AN ON-SITE RN OR physician, medications on trips must be in original labeled pharmacy containers
- 2. A record of any medications administered ~~shall~~ **MUST** be maintained in a medication administration record pursuant to Section 7.711.15, D.
- 3. All medication at the permanent camp site ~~shall~~ **MUST** be kept in a clean, locked container, except emergency medication such as ~~EPI-PENS EPINEPHRINE AUTO INJECTORS~~ or asthma inhalers. On excursions away from the camp, medication **MUST** be under the control of an adult and ~~shall~~ **MUST** be stored inaccessible to children.
- 4. The camp may, with written parental consent and authorization of the prescribing practitioner, permit children who have asthma to carry their own inhalers and use them as directed. All staff must be aware of which children have asthma and which ones may use their own inhalers as needed.
- 5. TOPICAL PREPARATIONS SUCH AS PETROLEUM JELLY AND BUG SPRAYS MAY BE ADMINISTERED TO CHILDREN WITH WRITTEN PARENTAL AUTHORIZATION. THESE PREPARATIONS MAY NOT BE APPLIED TO OPEN WOUNDS OR BROKEN SKIN UNLESS THERE IS A WRITTEN ORDER BY THE PRESCRIBING PRACTITIONER.
- 6. HOME REMEDIES, INCLUDING HOMEOPATHIC MEDICATIONS MUST NOT BE ADMINISTERED AT CAMP **WITHOUT WRITTEN PARENTAL CONSENT, AUTHORIZATION OF THE PRESCRIBING PRACTITIONER AND DELEGATION AS REQUIRED IN SECTION 7.711.22.B.3.**
- K. STANDING ORDERS FOR OVER THE COUNTER MEDICATIONS MUST BE UPDATED ANNUALLY AND ARE ONLY ALLOWED WITH PARENTAL PERMISSION AND WHEN ADMINISTERED BY A PHYSICIAN OR RN.
- ML. First Aid supplies ~~shall~~ **MUST** be located near food service operations, program areas, maintenance areas, the headquarters of the medical supervisor, and in motor vehicles which are used to transport campers.
- NM. There ~~shall~~ **MUST** be an identified headquarters of the health care ~~provider~~ **WORKER** at the campsite.
- ~~O. There shall be a location at the campsite furnished with necessary equipment to care for an individual who needs to be separated from other campers due to a communicable disease or illness. The isolation quarter shall be located within close proximity of restroom facilities.~~
- ~~P. A responsible adult shall be present or within hearing distance of any ill child.~~
- QN. Transportation ~~shall~~ **MUST** be available at all times in cases of medical emergency according to the written emergency medical evacuation plan of the camp.
- O. To ensure the protection of campers from sun exposure the camp must:
 - 1. Obtain the parent or guardian's written authorization and instructions for applying sunscreen or use of another form of parent or guardian approved sun protection to their

children's exposed skin prior to going outside. A doctor's permission is not needed to use sunscreen at the camp;

2. Apply sunscreen, have campers apply sunscreen, or use another form of parent or guardian approved sun protection for campers prior to campers going outside. Sunscreen must be reapplied as directed by the product label;
3. When supplied for an individual camper, the sunscreen must be labeled with the camper's first and last name; and
4. If sunscreen is provided by the camp, parents must be notified in advance, in writing, of the type of sunscreen the camp will use.

7.711.532 ~~Discipline~~ GUIDANCE

- A. ~~The camp shall have a written policy regarding the discipline of children, which shall be explained to staff members before the camp session begins. Guidance must be appropriate and constructive or educational in nature and may include such measures as diversion, separation of the child from the situation, talking with the child about the situation, or praise for appropriate behavior.~~
- B. ~~Discipline shall be constructive or educational in nature and may include such measures as diversion, separation from problem situations, talking with the child about the situation, or praise for appropriate behavior.~~
 1. ~~Children shall~~ **MUST** not be subjected to physical harm, fear, or humiliation.
- 2C. THE PROGRAM DIRECTOR **MUST NOT USE, OR PERMIT A STAFF MEMBER TO USE CORPORAL OR OTHER HARSH PUNISHMENT, INCLUDING BUT NOT LIMITED TO** ~~Children shall not be punched~~ **PINCHING, shaken** ~~SHAKING, bitten~~ **SPANKING, roughly handled** ~~PUNCHING, pinched~~ **BITING, KICKING, ROUGH HANDLING, HAIR PULLING, or subjected to any HUMILIATING OR FRIGHTENING METHOD OF GUIDANCE** ~~physical punishment.~~
- D. ~~GUIDANCE MUST NOT BE ASSOCIATED WITH FOOD, REST, OR TOILETING. CHILDREN SHOULD NEVER BE PUNISHED FOR TOILETING ACCIDENTS. CHILDREN MUST NOT BE DENIED FOOD OR FORCED TO EAT AS A DISCIPLINARY MEASURE.~~
- 3E. Separation, when used as ~~discipline~~ **GUIDANCE, shall** ~~MUST be brief~~ **NOT EXCEED FIVE (5) MINUTES** and ~~MUST BE appropriate to~~ **FOR** the child's age. ~~and circumstances, and~~ ~~the child shall~~ **MUST be within hearing of an adult** in a safe, lighted, well-ventilated ~~place~~ **AREA AND BE WITHIN SIGHT AND HEARING OF AN ADULT.** ~~No~~ ~~THE child shall~~ **MUST NOT** be isolated in a locked ~~room or closet~~ **CLOSED AREA.**
 4. ~~No child shall be punished for toileting accidents.~~
- 5F. Verbal abuse or derogatory remarks about the child, ~~his family, his race, religion, or cultural background shall not be used or~~ **ARE NOT** permitted.
 6. ~~Meals may not be denied the camper as a disciplinary measure.~~
- 7G. Authority ~~to punish shall~~ **FOR GUIDANCE MUST** not be delegated to other children, ~~nor shall~~ **AND the camp MUST NOT** sanction one ~~camper~~ **CHILD** punishing another ~~camper~~ **CHILD.**

7.711.533 Security Practices

- A. The camp ~~shall~~ **MUST** establish a written security procedure and ~~shall~~ **MUST** train staff members and campers regarding this procedure. ~~Such procedures may include, but are not limited to, the following:~~
- ~~1. The campers and staff organized into a buddy system and trained to report immediately to camp authorities when they believe their buddy is missing.~~
 - ~~2. Whistles issued to campers and/or staff who are instructed as to their usage if a camper or staff member is attacked.~~
 - ~~3. Campers and staff trained to report to the camp administration any strangers or unidentified person who may be at the campsite.~~
 - ~~4. Bumper stickers for each authorized car at camp.~~
 - ~~5. Limited advertisement of camp location.~~
 - ~~6. Use of intra-camp emergency communication.~~
- B. The camp ~~shall~~ **MUST** report to the local law enforcement office or department the dates of the camp sessions and the location of the camp.
- C. When a camper is discharged from camp or when the camp session is over, the child ~~shall~~ **MUST** be returned to the parentS/~~or~~ guardianS or ~~to a~~ **properly identified** adult ~~approved~~ **AUTHORIZED** by the ~~child's~~ parentS/ ~~or~~ guardianS. **IF THE INDIVIDUAL IS UNKNOWN TO THE STAFF, IDENTIFICATION MUST BE REQUIRED.**

7.711.534 Food and Nutrition

- A. Each camp ~~shall~~ **MUST** establish a written policy for its nutrition and food service program. This policy ~~shall~~ **MUST** include meal hours, type of food service, staff responsibilities during the time food is served, authorization of special diets, and the administration of the food service program. This policy ~~shall~~ **MUST** be available to all staff members.
- ~~B. All foods shall MUST be stored and prepared in accordance with the rules and regulations governing the sanitation of food service establishments in the State of Colorado.~~
- ~~BC. Foods provided by the camp shall MUST be of sufficient quantity and nutritional quality to provide for the dietary needs of each child. Menus shall MUST meet the most recently revised recommended daily allowances of the Food and Nutrition Board, National Academy of Sciences, National Research Council, adjusted for age, sex, religion, and activity. The only exception shall MUST be by written parental or medical direction.~~
- ~~CD. Menus shall MUST be planned at least a week in advance and shall MUST be dated as to the week in use. The current week's menu shall MUST be posted in the food preparation area. Food substitutions shall MUST be noted on the menus in writing. After use, the menus shall MUST be kept on file for the period of the camping season.~~
- ~~DE. In travel-trip camps, all menus shall MUST be planned prior to leaving and changes noted in writing. Menus shall MUST be maintained in file of camp.~~
- ~~F. Drinking water shall be readily accessible to campers at all times.~~

7.711.535 Transportation

- ~~A. If the camp transports children from their home to camp, the camp shall assume responsibility for the child between the place where he she is called for and the camp, and from the time he she leaves the camp until delivered to his her parents or to a responsible person designated by the parents or guardians.~~
 - ~~B. Any transportation of the camper during the camp session is the responsibility of the camp.~~
 - ~~C. There shall be at least one adult supervisor in addition to the driver when nine or more children are being transported at any one time. No child shall be permitted to remain unattended in any vehicle.~~
 - ~~D. Only that number of children and adults for whom there is comfortable seating space shall be transported. Standing in the vehicle while it is moving shall be prohibited. No person shall sit on the floor or in aisles, or project head or limbs out of the vehicle.~~
 - ~~E. No more than three persons, including the driver, shall be permitted to occupy the front seat of the vehicle. Each camper permitted to ride in the front seat of the vehicle shall be secured by a seat belt.~~
 - ~~F. If trucks are used by the camp as a means of transportation, the use shall be limited to short periods of time such as no more than thirty minutes. Safe seating arrangements shall be provided. Only trucks with sides may be used. When such trucks are in use, the tailgate shall be closed at all times when the vehicle is in motion. There shall be an adult riding with the campers in the back of the truck. Campers shall be seated whenever the vehicle is in motion.~~
 - ~~G. The camp which provides any transportation shall have a written policy including, but not limited to, the following topics: safety education while riding in the vehicles, seating, highway stops, relief drivers, when necessary, supervision, and emergency procedures on the road.~~
 - ~~H. All vehicles transporting children shall comply with the applicable regulations of the Colorado Department of Revenue, Motor Vehicle Division, and the ordinances of the municipality in which the vehicle is operated.~~
 - ~~I. All persons who transport campers shall be properly licensed to operate the vehicle being driven.~~
 - ~~J. At least one adult in each vehicle shall hold a current Red Cross standard First Aid and safety certificate or equivalent. The vehicle shall be equipped with a First Aid kit.~~
 - ~~K. Any vehicle which transports nine or more passengers shall carry a fire extinguisher, reflective equipment, and road side markers.~~
- A. TRANSPORTATION PROVIDED BY THE CAMP MUST MEET THE FOLLOWING REQUIREMENTS:
1. THE CAMP IS RESPONSIBLE FOR ANY CHILDREN IT TRANSPORTS;
 2. THE CAMP MUST OBTAIN WRITTEN PERMISSION FROM PARENTS OR GUARDIANS FOR ANY TRANSPORTATION OF THEIR CHILD DURING CAMP HOURS;
 3. THE NUMBER OF STAFF MEMBERS WHO ACCOMPANY CHILDREN WHEN BEING TRANSPORTED IN THE VEHICLE MUST MEET THE CHILD CARE STAFF RATIO FOUND AT SECTION 7.711.23. THE DRIVER OF THE VEHICLE IS CONSIDERED A STAFF MEMBER;

4. THE CAMP MUST NOT PERMIT CHILDREN UNDER THE AGE OF 8 OR CHILDREN UNDER 57" TALL TO RIDE IN THE FRONT SEAT OF A PASSENGER VEHICLE. CHILDREN UNDER 8 MUST BE SECURED IN A CHILD RESTRAINT SYSTEM THAT IS APPROPRIATE FOR THE AGE AND DEVELOPMENT OF THAT CHILD. THE CHILD RESTRAINT MUST CONFORM TO ALL APPLICABLE FEDERAL MOTOR VEHICLE SAFETY STANDARDS AND COLORADO CHILD PASSENGER SAFETY LAWS BE SAFE AND FREE OF HAZARD;
5. CAMPERS MUST BE LOADED AND UNLOADED OUT OF THE PATH OF MOVING VEHICLES;
6. CAMPERS MUST NOT BE LEFT UNATTENDED IN THE VEHICLE;
7. FOR TRIPS AWAY FROM THE CAMP, A LIST OF INDIVIDUALS ON EACH TRIP MUST BE READILY AVAILABLE EITHER IN THE VEHICLE(S) OR AT THE CAMP OFFICE.

B. REQUIREMENTS FOR VEHICLES

1. ANY VEHICLE USED FOR THE TRANSPORTATION OF CHILDREN TO AND FROM THE CAMP OR DURING CAMP ACTIVITIES MUST MEET THE FOLLOWING REQUIREMENTS:
 - a. THE VEHICLE MUST BE ENCLOSED AND HAVE DOOR LOCKS;
 - b. THE SEATS OF THE VEHICLE MUST BE CONSTRUCTED AND INSTALLED ACCORDING TO THE VEHICLE MANUFACTURER'S SPECIFICATIONS;
 - c. THE VEHICLE MUST BE KEPT IN SATISFACTORY CONDITION TO ASSURE THE SAFETY OF OCCUPANTS. VEHICLE TIRES, BRAKES, AND LIGHTS MUST MEET SAFETY STANDARDS SET BY THE COLORADO DEPARTMENT OF REVENUE, MOTOR VEHICLE DIVISION BE OPERATIONAL, SAFE AND FREE OF HAZARD;
 - d. SEATING MUST BE COMFORTABLE WITH A SEAT OF AT LEAST TEN (10) INCHES WIDE FOR EACH CHILD;
 - e. VEHICLES MUST BE LOADED ONLY WITHIN THE PASSENGER SEATING LIMIT ESTABLISHED BY THE VEHICLE MANUFACTURER; AND
 - f. EACH VEHICLE MUST HAVE A FIRST AID KIT.
2. IN PASSENGER VEHICLES, WITH A MANUFACTURER'S ESTABLISHED CAPACITY OF SIXTEEN (16) OR FEWER PASSENGERS AND LESS THAN 10,000 POUNDS, THE FOLLOWING IS REQUIRED:
 - a. EACH CAMPER AND STAFF MEMBER MUST BE RESTRAINED IN AN INDIVIDUAL SEAT BELT; AND
 - b. CAMPERS AND STAFF MUST BE INSTRUCTED AND REQUIRED TO KEEP THE SEAT BELT PROPERLY FASTENED AND ADJUSTED.
3. IN VEHICLES WITH A MANUFACTURER'S ESTABLISHED CAPACITY OF SIXTEEN (16) OR MORE PASSENGERS, SEAT BELTS FOR PASSENGERS ARE NOT REQUIRED.

C. REQUIREMENTS FOR DRIVERS OF VEHICLES

1. ALL DRIVERS OF VEHICLES TRANSPORTING CHILDREN MUST COMPLY WITH APPLICABLE LAWS OF THE COLORADO DEPARTMENT OF REVENUE, MOTOR VEHICLE DIVISION, AND ORDINANCES OF THE MUNICIPALITY IN WHICH THE CENTER OPERATES OPERATE THE VEHICLE IS A SAFE AND APPROPRIATE MANNER.
2. THE CAMP MUST VERIFY THAT ALL DRIVERS MEET MINIMUM REQUIREMENTS, INCLUDING:
 - a. DRIVING RECORDS THAT HAVE BEEN REVIEWED WITHIN THE LAST FOUR MONTHS FOR SEASONALLY HIRED DRIVERS OR WITHIN THE LAST TWELVE MONTHS FOR YEAR-ROUND DRIVERS TO DETERMINE DRIVER SUITABILITY;
 - b. DRIVERS HAVE THE APPROPRIATE LICENSE FOR THE VEHICLES TO BE DRIVEN;
 - c. DRIVERS MUST HAVE CURRENT DEPARTMENT-APPROVED FIRST AID AND CPR CERTIFICATION;
 - d. ALL DRIVERS MUST BE AT LEAST TWENTY (20) YEARS OF AGE;
 - e. DRIVERS MUST COMPLETE A MINIMUM OF FOUR (4) HOURS OF DRIVER TRAINING THAT INCLUDES AT A MINIMUM: BEHIND THE WHEEL TRAINING; PARTICIPANT TRANSPORT ATTENDANCE PROCEDURES INCLUDING TAKING ATTENDANCE AT THE DESTINATION; MANAGING BEHAVIORAL ISSUES; LOADING AND UNLOADING PROCEDURES; DAILY VEHICLE INSPECTION PROCEDURE; PROPER TIRE INFLATION; EMERGENCY EQUIPMENT AND HOW TO USE IT; ACCIDENT PROCEDURES; PASSENGER ILLNESS PROCEDURES; PROCEDURES FOR BACKING UP; AND, IF BUSES ARE USED, EVACUATION PROCEDURES;
3. THE DRIVER MUST ENSURE THAT ALL DOORS ARE SECURED AT ALL TIMES WHEN THE VEHICLE IS MOVING;
4. THE DRIVER MUST MAKE A GOOD FAITH EFFORT TO ENSURE THAT EACH CHILD IS PROPERLY BELTED THROUGHOUT THE TRIP; AND
5. THE DRIVER MUST NOT EAT OR USE A CELLULAR OR OTHER MOBILE DEVICE WHILE DRIVING.

7.711.64 RECORDS FOR CHILDREN AND PERSONNEL

7.711.641 Children's Records

- A. ~~At the time the child is admitted to the~~ PRIOR TO THE CHILD'S ATTENDANCE AT camp, the following information ~~shall~~ MUST be obtained and maintained at the campsite for each camper:
1. Child's name, birth date, and address.

2. Parent's or guardian's names, HOME AND EMPLOYMENT addresses, and telephone numbers, AND EMAIL ADDRESSES.
- ~~3. Parents or guardian's place of employment and telephone numbers, which may include work phone, cell phone and fax numbers, e-mail address and employment addresses.~~
43. Name, address and telephone number of an adult designated to contact in case of emergency if the camp is unable to contactS the parent or guardian.
54. Name, address, and telephone number of individuals authorized to take the child from camp if different from the parent or guardian.
- ~~6. Names of individuals that are not authorized to take the child from camp.~~
75. Dates of the camp session which the child will attend.
86. Name, address and telephone number of the child's doctorHEALTH CARE PROVIDER. This information need not be obtained in a non-medical religious camp or if the child is exempt for the need for a statement confirming a physical examination pursuant to Section 7.711.51, D.
97. Authorization signed by the person or agency having custodyPARENTS/GUARDIANS, giving authority for the camp to obtain emergency medical care. A non-medical religious camp is exempt from this regulation.
108. Authorization signed by the parentS/GUARDIANS, person or agency having custody of the child to participate in all special trips or excursions in which the child may be walking or riding away from the campsite.
149. Indication of any camp activity in which the parentS/GUARDIANS, person or agency having custody of the child does not wish the child to participate (see Section 7.719, et seq.).
10. Physical examination, health history and immunization as required in Section 7.711.51.C-D.

~~B. The child's records shall also include:~~

- ~~1. A statement confirming a physical examination signed by the physician or nurse practitioner or a written statement signed by camper's parent or guardian pursuant to Section 7.711.51, D, and a current health history from the parent regarding the child's current physical condition (see Section 7.711.51, B).~~
- ~~2. Copies of reports submitted to the department regarding injury or illnesses suffered by the camper, the fatality of a camper, or a report of a camper being lost (see Section 7.711.15).~~

7.711.642 Staff Records

There shall MUST be maintained at the campsite a record for each staff member, paid or volunteer, which shall THAT MUST include the following:

- A. Name, address, and birth date of the individual.
- B. Training, education, AND experience of the staff member.

- C. Copies of any ~~first-aid~~ **REQUIRED** certification or other ~~certification~~ **TRAINING** confirming qualifications for the responsibilities ~~assumed~~ **ASSIGNED** at the camp.
- D. Copy of a **HEALTH statement HISTORY** ~~signed by the physician or the nurse practitioner regarding the physical examination of the staff member or a statement from the staff member pursuant to~~ **AS REQUIRED IN** Section 7.711.21.E.
- E. Name, address, and telephone number of any person(s) to be notified in the event of an emergency, ~~which may include home phone number, work phone, cell phone, pager, fax number, and e-mail address if available.~~
- F. Copy of the written references or note of phone references pursuant to Section 7.711.21.D.
- G. Copy of the signed letter of agreement pursuant to Section 7.711.21.C.
- H. The dates ~~that the staff member was on the staff of the camp~~ **OF EMPLOYMENT FOR EACH STAFF MEMBER.**

7.711.643 General Information

- A. The camper's file ~~shall~~ **MUST** be retained by the camp for at least three **(3)** years after the child'S leaves the **LAST DAY OF ATTENDANCE AT THE** camp, and ~~shall~~ **MUST** be available without restriction to the **licensing agency, but otherwise shall be treated as confidential. Retention of records for a longer period may be desirable where they reflect an accident, injury, or other unusual circumstances-DEPARTMENT.**
- B. Personnel **AND CHILDREN'S** records ~~shall~~-**MUST** be maintained by the camp for at least three **(3)** years. If the record reflects an accident, injury, or other unusual circumstance, it is suggested that the record be maintained for a longer period of time.
- C. ~~Children's records shall be confidential, and facts learned about children and their families shall be kept confidential. The license may be denied, revoked, or made probationary if confidentiality of records or information is not maintained.~~

7.711.75 CAMPSITE, PHYSICAL FACILITY, FIRE SAFETY AND SANITATION

7.711.751 Campsites

- A. ~~All new and remodeled camp buildings, facilities, and equipment must meet the requirements of applicable codes and regulations, such as those governing health, safety, sanitation, building and fire; specifically, the codes of the local fire departments and the Colorado Department of Public Health and Environment.~~
- B. ~~Prior to issuance of an original license, and at least every two years, the camp shall be inspected and approved by the state health department or its local unit as conforming to sanitary standards. In the case of a tTravel-trip campS, the~~ **MUST SUBMIT plans FOR COMPLIANCE WITH THE RULES AND REGULATIONS GOVERNING THE HEALTH AND SANITATION OF CHILD CARE FACILITIES IN THE STATE OF COLORADO FOR APPROVAL BY THE COLORADO DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT, THIRTY (30) DAYS PRIOR TO that the camp has made to meet the requirements shall be inspected and approved prior to the date the trip camp begins. THE TRAVEL-TRIP CAMP MUST MAINTAIN WRITTEN EVIDENCE OF COLORADO DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT APPROVAL.**
- CB. The camp must conform to fire prevention and protection requirements of local fire departments in the locality of the camp. ~~An inspection and approval of the local fire department must be~~

~~obtained prior to original licensing and at least every two years. If the camp is not located within the jurisdiction of a local fire department, such fire department approval is not required. In the case of a travel-trip camp, the fire department approval is not required since the camp has no permanent campsite.~~

- ~~D. Existing facilities can be required to correct deficiencies caused by non-compliance with regulations of the health or fire departments, which may be hazardous in nature.~~
- EC. The camp ~~shall~~ MUST identify hazardous, AND high-risk areas ~~such as cliffs, cellars, minshafts, etc~~ AND DEVELOP POLICIES THEY FOLLOW TO PREVENT UNAUTHORIZED ACCESS TO THESE HAZARDS AND HIGH-RISK AREAS. ~~These areas shall be guarded or posted to reduce the possibility of accidents.~~
- FD. Each ~~residential~~ camp ~~shall~~ MUST have a telephone or ~~comparable~~ means of communication TO CONTACT EMERGENCY SERVICES. ~~If either of these is impossible, individual arrangements shall be made by the camp and approved by the State Department.~~
- GE. Emergency telephone numbers ~~shall~~ MUST be posted ~~for at least, but no limited to,~~ the camp ~~doctor~~ HEALTH CARE PROFESSIONAL, nearest clinic or hospital, ambulance service, local sheriff's office ~~and rescue unit~~, national or state forest service office (as appropriate), fire department or lookout station, and poison control center ~~(if available).~~
- HF. In the case of a primitive camp or travel-trip camp, sources of emergency care and methods of communication with such facilities as hospitals, police, AND forest service ~~shall~~ MUST be identified for each campsite on the itinerary.
- IG. When playground equipment is provided at a residential camp, the equipment and playground area ~~shall~~ MUST be free of obstruction and man-made or natural hazards and ~~shall~~ MUST be away from natural pathways of traffic.
- H. ~~Playground equipment such as, but not limited to, climbing apparatus, slides, swings, and swing sets shall~~ MUST MEET THE FOLLOWING REQUIREMENTS:
1. Be in good repair, of solid and safe construction, free of rough edges, protruding bolts, and the possibility of entrapment of extremities.
 2. Be securely anchored ~~to~~ BY ~~concrete or other~~ suitable footing.
 3. Swings must have seats made of a flexible material.
 4. Moving equipment must be located toward the edge or corner of a play area or be designed in such a way as to discourage children from running into the path of the moving equipment.
 5. Metal equipment ~~shall~~ MUST be placed in the shade ~~when possible and must be arranged so that children playing on one piece of equipment will not interfere with children playing on or running to another piece of equipment~~ OR A SHADE STRUCTURE MUST BE PROVIDED.
 6. The maximum height of any piece of playground equipment is six (6) feet.
 7. All pieces of playground equipment must be designed to guard against entrapment and strangulation.

8. All pieces of permanently installed playground equipment must be surrounded by a resilient surface of a depth of at least six (6) inches. Rubber mats manufactured for such use ~~consistent with the guidelines of the Consumer Product Safety Commission~~ IF SAFE AND FREE FROM HAZARD may be used in place of resilient material.
 9. ~~The use of any materials under permanently installed playground equipment other than wood chips, wood mulch, engineered wood fiber, pea gravel, synthetic pea gravel, and shredded rubber tires must be approved by the State~~ Department -APPROVED RESILIENT SURFACING INCLUDES LOOSE FILL MATERIALS SUCH AS WOOD CHIPS, WOOD MULCH, ENGINEERED WOOD FIBER, PEA GRAVEL, SYNTHETIC PEA GRAVEL, SHREDDED RUBBER TIRES, AND FINE LOOSE SAND. SOLID UNITARY MATERIALS INCLUDE POURED IN PLACE SURFACING, APPROVED RUBBER MATS, PLAYGROUND TILES, AND ASTRO TURF WITH BUILT IN RESILIENT PAD.
 10. ANY PERMANENTLY INSTALLED OUTDOOR CLIMBING EQUIPMENT OR PORTABLE CLIMBING EQUIPMENT EIGHTEEN (18) INCHES OR HIGHER MUST HAVE DEPARTMENT-APPROVED RESILIENT SURFACING, MEETING CURRENT FEDERAL SAFETY REQUIREMENTS, UNDERNEATH AND IN THE USE ZONE SURROUNDING THE EQUIPMENT, AND INSTALLED ACCORDING TO MANUFACTURER INSTRUCTIONS.
 11. PLAYGROUND SURFACES MUST BE CHECKED PRIOR TO USE FOR THE PRESENCE OF DANGEROUS OR OTHER FOREIGN MATERIALS. PLAYGROUND EQUIPMENT MUST BE CHECKED FOR SAFETY ON A MONTHLY BASIS AND WRITTEN DOCUMENTATION OF THE SAFETY CHECK MUST BE MAINTAINED.
- J. If the residential camp is located on or uses national or state lands, the director ~~shall~~ MUST familiarize the staff and campers with rules and ethics governing the use of such property and ~~shall~~ MUST be responsible for compliance.
- K. An itinerary ~~shall~~ MUST be filed or an arrangement ~~shall~~ MUST be made with national or state forest service office if such land is to be used by the travel-trip camp. The director ~~shall~~ MUST familiarize the staff and campers with rules governing the use of such property. Should the travel-trip camp pass onto private land, an agreement ~~shall~~ MUST be made with the individual responsible for that land prior to access.
- L. IN INDOOR STRUCTURES WHERE THE PROGRAM USES ANY SOURCE OF COAL, WOOD, CHARCOAL, OIL, KEROSENE, PROPANE, NATURAL GAS OR ANY OTHER PRODUCT THAT CAN PRODUCE CARBON MONOXIDE INDOORS, AN OPERATIONAL CARBON MONOXIDE DETECTOR MUST BE INSTALLED ACCORDING TO THE MANUFACTURER'S INSTRUCTIONS. CARBON MONOXIDE DETECTORS MUST BE TESTED AT LEAST ANNUALLY WITH DOCUMENTATION AVAILABLE UPON REQUEST. CARBON MONOXIDE DETECTORS THAT ARE ONLY BATTERY-POWERED MUST MEET THE FOLLOWING REQUIREMENTS:
1. TESTED MONTHLY TO ENSURE THEY ARE OPERATIONAL.
 2. BATTERIES CHANGED AT LEAST YEARLY.

7.711.752 Permanent and Semi-Permanent Shelters and Sleeping Facilities

- A. All structures used by children ~~shall~~ MUST be kept in good repair at all times.

- B. At least one-half of the floor area in each living unit, excluding tents, ~~shall~~ **MUST** have a minimum ceiling height of seven (7) feet. No portion of a room having a ceiling height of less than five (5) feet ~~shall~~ **WILL** be considered as usable floor space.
- C. If fabric structures are used, ~~no plastic material will be permitted. Fabric structures shall~~ **THEY shall MUST** be CONSTRUCTED of a fire- and flame-retardant material. ~~Existing fabric structures may be required to be removed on the basis of hazard potential.~~
- ~~D. Campfires and open flames of any type shall be prohibited within ten (10) feet of any tent.~~
- ~~E. Each camp building used for living or sleeping quarters shall have windows or openings constructed so as to admit adequate light and air.~~
- ~~FD.~~ Each camper ~~shall~~ **MUST** be provided with his/ **OR** her own mat, pad, ~~ba~~**Ed**, or cot.
- ~~GE.~~ The aisles between rows of cots, beds, or bunks ~~shall~~ **MUST** be kept clear for exiting purposes. There ~~shall~~ **MUST** be at least two (2) feet of clear space separating sides of **COTS**, beds **OR BUNKS**.
- ~~HF.~~ If bunk beds are in use, no bunks ~~shall~~ **MAY** contain more than two tiers of beds. There ~~shall~~ **MUST** be at least twenty-seven (27) inches of clear space separating the tiers of beds and thirty-six (36) inches of clear space between the top tier and the ceiling. Electric lights which are within reach of the top bunk ~~shall~~ **MUST** be protected.
- ~~IG.~~ Each permanent sleeping unit, building, or tent ~~shall~~ **MUST** have ~~not less than~~ **AT LEAST THIRTY** (30) square feet of floor space per person, camper, or counselor for single-tier beds and twenty (20) square feet per person, camper, or counselor for two-tier bunks.
- ~~JH.~~ In tent structures which have a platform floor, beds or bunks ~~shall~~ **MUST** be arranged in such a fashion that no camper who might fall from a bed or bunk could fall through the sides of the tent to the ground below.
- ~~KI.~~ ~~There shall MUST be provision in each sleeping unit for storage of the camper's clothing and personal belongings.~~
- ~~LI.~~ No camper shall sleep in the same room or tent with any person of the opposite ~~sex~~**GENDER**, except ~~FORing~~ members of his **OR** /her immediate family.
- ~~MJ.~~ In a primitive camp or travel-trip camp, adequate shelters such as a tent ~~shall~~ **MUST** be available for each child. ~~There shall be fifteen square feet per occupant in each tent or shelter. THE SHELTER OCCUPANCY MUST BE IN COMPLIANCE WITH MANUFACTURERS' RECOMMENDATIONS.~~
- ~~N.~~ ~~Reasonable insulation shall be provided from cold/dampness by means of such things as a ground cloth beneath the tent.~~

7.711.753 Toilet and Bathing Facilities

- A. In a resident camp there ~~shall~~ **MUST** be one **COLORADO DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT (CDPHE)** approved toilet for every twenty (20) **OR FEWER** campers ~~or fraction thereof~~ for which the camp is licensed. Urinals may be substituted for no more than one-third of the required toilets.

B. CHILDREN MUST BE ALLOWED THE USE OF GENDER-SEGREGATED TOILET FACILITIES THAT ARE CONSISTENT WITH THEIR GENDER IDENTITY OR HAVE **Separate** designated toilet facilities shall be provided for each sex in coed camps INDIVIDUAL TOILET FACILITIES.

~~C. Installation, operation, and maintenance requirements for toilet facilities and urinals:~~

~~1. Water-flush toilets and urinals, chemical toilets, pit privies or latrines shall be provided and maintained in a clean and sanitary condition.~~

~~2. Toilets, privies, and latrines shall have tight seat covers free of splinters.~~

~~DC.~~ Hand washing facilities ~~shall~~ **MUST** be provided throughout the camp. There ~~shall~~ **MUST** be one basin or lavatory for per ~~each~~**EVERY** twenty (20) campers. **IN NEW CONSTRUCTION COMPLETED AFTER **APRIL** 1, 2018, CHANGE OF GOVERNING BODY OR EXTENSIVE REMODELING THE CAMP MUST PROVIDE HAND WASHING FACILITIES LOCATED ADJACENT TO WHERE THE CAMP SERVES MEALS.**

~~ED.~~ Showers or bathtubs ~~shall~~ **MUST** be located within buildings used for sleeping, such as cabins or dormitories, or in a centrally located shower or bathing structure.

~~1.~~ There ~~shall~~ **MUST** be one shower head or bathtub ~~for PER each~~ **EVERY** twenty (20) campers ~~or fraction thereof~~ for which the camp is licensed.

~~2.~~ Hand washing facilities ~~shall~~ **MUST** be available in the shower or bathing area.

~~3. Shower or bathhouses shall be provided with vapor-proof lights enclosed in a shatterproof container.~~

~~FE.~~ **CAMPS MUST PROVIDE EVIDENCE THAT** all sewage disposable systems ~~shall~~ **MUST** meet ~~the state and local health department~~ **COLORADO DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT (CDPHE)** requirements.

~~G. In a primitive or travel trip camp, the following shall be provided:~~

~~1. If the camp is not provided with privies or other acceptable type toilets, there shall be separate designated areas; for each gender for toilet use that meets the Health Department's requirements.~~

~~7.711.75~~ **Food Preparation Area**

~~A. The kitchen, the food preparation process, dish and utensil washing, food storage, and all other food service areas shall be operated in compliance with the rules and regulations governing food services establishments within the State of Colorado.~~

~~B. Garbage and trash removal shall meet the requirements of the state, federal, and local ordinances.~~

~~7.711.754~~ **General Building Safety**

~~A.~~ Every building, structure, tent, cabin, and camp premises ~~shall~~ **MUST** be kept in good repair, and ~~shall~~ **MUST** be maintained in a safe condition.

~~B. All new electrical installations shall meet standards of the National Electrical Code. All electrical work must be installed by a licensed electrical contractor with proper permits and inspections. Each electric outlet on the outside of a building shall be mounted in approved, protective~~

~~weatherproof housing.~~ ALL CONSTRUCTION AND ELECTRICAL INSTALLATIONS MUST COMPLY WITH LOCAL BUILDING AND PLANNING ORDINANCES. BE SAFE AND FREE FROM HAZARD.

- DC. ~~In buildings accommodating more than 12 persons~~ IN PERMANENT STRUCTURES, exit signs ~~shall~~ MUST be posted at every required exit doorway and wherever otherwise required to clearly indicate the directions of egress. ~~Exit signs shall have letters of at least five inches in height.~~
- ED. A building with ~~an~~ occupancy of more than twelve (12) persons ~~shall~~ MUST be provided with at least two ~~separate and~~ independent means of egress ~~located as far apart as practical and~~ SEPARATED BY NO ~~in no case~~ less than fifty (50) percent of the largest dimension of the building FROM EACH OTHER.
1. In an existing building, such as a cabin occupied by more than twelve (12) but less than twenty (20) persons, a window may be utilized as an acceptable second exit. The window ~~shall~~ MUST be openable and the distance from the window to the ground ~~shall~~ MUST not be more than four feet.
 2. Each exit door ~~shall~~ MUST be hung to swing in the direction of exit travel. Exiting through a food preparation area is not permitted.
- FE. If buildings with second stories are used by campers, there ~~shall~~ MUST be two ~~widely separated~~ INDEPENDENT MEANS OF EGRESS SEPARATED BY NO LESS THAN FIFTY (50) PERCENT OF THE BUILDING FROM EACH OTHER PER FLOOR. ~~exits from each floor.~~
- GF. ~~THE CAMP MUST PROVIDE EVIDENCE~~ each fire escape from any upper level of a building ~~shall~~ MUST be IS installed in accordance with ~~requirements of the National Fire Protection Association codes~~ LOCAL FIRE PROTECTION ORDINANCES.
- HG. ~~The door hardware on a door, forming part of a means of egress shall be of a type that is non-locking against egress and operated with a single motion. The use of hooks and eyes, bolts, bars, and similar devices is prohibited on any door provided for exiting purposes or designated as an exit when camp is in use.~~ IN EVERY BUILDING OR STRUCTURE, EXITS MUST BE ARRANGED AND MAINTAINED SO AS TO PROVIDE FREE AND UNOBSTRUCTED EGRESS FROM ALL PARTS OF THE BUILDING OR STRUCTURE AT ALL TIMES WHEN IT IS OCCUPIED. NO LOCK OR FASTENING TO PREVENT FREE ESCAPE FROM THE INSIDE OF ANY BUILDING CAN BE INSTALLED. ONLY PANIC HARDWARE OR SINGLE-ACTION HARDWARE IS PERMITTED ON A DOOR OR ON A PAIR OF DOORS. ALL DOOR HARDWARE MUST BE WITHIN THE REACH OF CHILDREN.
- IH. ~~When occupancy of a building exceeds 100 persons,~~ ~~e~~Exit doors ~~shall~~ MUST be equipped only with panic OR SINGLE-ACTION hardware.
- J. ~~The means of egress or the entire passage to free and safe ground remote from a building shall be unobstructed for easy travel conditions at all times.~~
- KI. There ~~shall~~ MUST be fifteen (15) square feet per occupant in any room having an occupant load of more than FIFTY (50) persons where fixed seats are not installed and which is used for classroom, assembly, or similar purposes. The maximum occupancy ~~shall~~ MUST be posted in a conspicuous place near the main exit from the room.
- L. ~~In an assembly area or classroom such as a recreation room, dining hall, chapel or gymnasium, each door from that room occupied by campers shall enter a one-hour fire-rated corridor between exits or there shall be a direct egress to the outside from each such room.~~

- ~~M. Where a sleeping occupancy is maintained on the floor over a basement area or on a second floor, the ceiling of the basement or first floor shall be protected with five-eighths inch United Underwriters Laboratory-listed gypsum wallboard or any other proven assembly of materials that will provide a minimum one-hour resistance to fire, unless such construction is of solid or laminated wood timbers not less than three 3 inches in thickness and installed so as to be smoke tight.~~
- NJ. Furnaces, fireplaces, heaters, or wood-burning stoves shall MUST meet the following regulations:
1. ~~Furnaces such as forced-air furnaces or hot water boilers~~ ALL HEATING UNITS shall MUST be ~~INSTALLED IN COMPLIANCE WITH LOCAL ORDINANCE SAFE~~ separated from the rest of the building by one-hour fire-resistive material (see Section 7.711.75, M) provided with adequate outside combustion air, installed and maintained with safety devices to prevent fire, explosions, and other hazards. NO OPEN-FLAME GAS OR OIL STOVES, UNSCREENED FIREPLACES, HOT PLATES, OR UNVENTED HEATERS CAN BE USED FOR HEATING PURPOSES. ALL HEATING ELEMENTS, INCLUDING HOT WATER PIPES, MUST BE INSULATED OR INSTALLED IN SUCH A WAY THAT CHILDREN CANNOT COME IN CONTACT WITH THEM.
 2. ~~Only heaters installed with permanent connections and protectors shall be used.~~
 3. ~~All heaters installed shall be U.L. approved and installed according to manufacturers' specifications.~~
 4. ~~Boilers used for hot water supply rated at over 200,000 BTU or any boiler used for building heating shall be inspected and a certificate provided as required by the Division of Labor.~~
 52. A heater or wood-burning stove shall MUST be located and/or protected in such a manner as to prevent injuries to occupants of the building.
 63. Wood-burning stoves shall MUST be regularly cleaned of ashes, which are immediately removed from the building and properly stored.
 7. ~~Fireplaces shall be protected by a screen or glass device.~~
 84. Space around furnaces, heaters, and wood-burning stoves shall MUST not be used for storage.
 - ~~05. Fire hazards NOTHING FLAMMABLE OR and combustible materials such as paper and rags shall not be permitted to accumulate upon the premises and shall not CAN be stored near WITHIN THREE (3) FEET OF A FURNACE OR HOT water heater, furnaces, heaters, stoves.~~
- PK. ~~Ammunition, ALL firearms, explosives, power tools, and special equipment involving unusual risk shall MUST be stored in a locked AND INACCESSIBLE TO place not occupied by children. THIS INCLUDES, BUT IS NOT LIMITED TO AIR RIFLES, BB GUNS, AND PAINTBALL GUNS. AMMUNITION MUST BE LOCKED AND STORED SEPARATELY, and shall always be under the custody and direct supervision of authorized personnel when in use.~~
- L. POWER TOOLS, EXPLOSIVES AND SPECIAL EQUIPMENT INVOLVING UNUSUAL RISK MUST BE STORED IN A LOCKED PLACE INACCESSIBLE TO CHILDREN, AND MUST ALWAYS BE UNDER THE CUSTODY AND DIRECT SUPERVISION OF AUTHORIZED PERSONNEL WHEN IN USE.

- QM.** ~~All flammables shall be stored in approved containers or storage cabinet or in a building other than buildings which children occupy.~~ VOLATILE SUBSTANCES SUCH AS GASOLINE, KEROSENE, FUEL OIL, AND OIL- BASED PAINTS, FIREARMS, EXPLOSIVES, AND OTHER HAZARDOUS ITEMS MUST NOT BE STORED IN ANY AREA OF THE BUILDING USED FOR CHILDREN UNLESS APPROVED BY THE LOCAL FIRE DEPARTMENT.
- RN.** Substances which may be toxic to a child if ingested, inhaled, or handled, including, but not limited to, poisons, drugs, medicines, insecticides, herbicides, rodenticides, bleaches, chemicals, ~~plastic bags~~ and corrosive agents ~~shall~~ **MUST** be stored in a cabinet or enclosure located in an area not used by children, stored in the original container, and properly labeled.
- SO.** Glass doors, walls, or panels ~~shall~~ **MUST** be clearly marked. Safety glass ~~shall~~ **MUST** be installed when required.
- TP.** Stairways **OF A HEIGHT** of more than ~~three risers shall~~ **THIRTY (30) INCHES MUST** be equipped with handrails on each side of the stairways. A stairway which is larger than 88 inches wide ~~shall~~ **MUST** have an intermediate handrail ~~equidistant~~ **EQUAL DISTANCE** between the two handrails.
- UQ.** All window wells and outside stairwells that are hazardous to children ~~shall~~ **MUST** be equipped with screens or guards, which ~~shall~~ **MUST** be attached in such a manner that they may either be removed from the inside or broken in from the outside in case of fire.
- VR.** ~~Premises~~ **ALL AREAS ACCESSIBLE TO CHILDREN shall MUST be MAINTAINED IN A SAFE CONDITION BY REMOVAL OF DEBRIS, DILAPIDATED STRUCTURES, AND BROKEN OR WORN EQUIPMENT OR DANGEROUS ITEMS. free of all hazards, including, but not linked to, old refrigerators, freestanding walls, open cisterns, grease traps, unsafe fences, worn or hazardous play equipment.**

7.711.755 Fire Safety Provisions

- A. Any fire extinguisher used at the camp ~~shall~~ **MUST** be of a dry chemical type, hung at a level readily available to staff members, and annually inspected by an approved inspector. Indian pump backpack fire extinguishers and fire extinguishers approved for use by the U.S. Forest Services are also acceptable.
1. There must be a fire extinguisher located in the camp kitchen.
 2. In each building and/or structure, there must be a fire extinguisher on each floor.
 3. In tent areas, there must be a fire extinguisher located within seventy-five **(75)** feet of each tent or a plan approved by the department.
- B. In each camp there must be a fire alarm(s) ~~which~~ **THAT** sounds a separate and distinctly recognizable tone from all other signaling devices used by the camp. The alarm(s) must be audible throughout the occupied camp premises. The alarm device, once activated, must continue to sound automatically.
- C. Within twenty-four **(24)** hours after arrival at the campsite, all individuals attending the camp must be made familiar with the methods by which the fire alarm may be activated and with procedures to be followed upon notification of fire.
- D. Each separate building used for sleeping campers and each multistory building must be protected by a smoke detector on each floor of the building.

- E. Areas used for campfires must be cleared and must be away from overhanging branches.
- F. Campfires must never be left unattended and must be thoroughly extinguished. Extinguishing equipment must ~~be close at hand~~ IMMEDIATELY ACCESSIBLE.
- G. CAMPFIRES AND OPEN FLAMES OF ANY TYPE MUST BE PROHIBITED WITHIN 10 FEET OF ANY TENT OR FABRIC STRUCTURE.

Editor's Notes

History

~~Sections 7.702; 7.707; 7.712 eff. 05/01/2007.~~
~~Sections 7.705, 7.711, 7.712, 7.719 eff. 06/01/2007.~~
~~Sections 7.701.2; 7.701.3; 7.708; 7.709; 7.710 eff. 07/30/2007.~~
~~Sections 7.701.32-33, 7.710.56.A-J.5 emer. rule eff. 08/03/2007.~~
~~Sections 7.710.33.L-M, 7.710.36.A eff. 09/01/2007.~~
~~Sections 7.701.32-33; 7.710.56 eff. 10/30/2007.~~
~~Sections 7.710.52, 7.710.56 emer. rule eff. 12/07/2007.~~
~~Sections 7.710.52; 7.710.56 eff. 01/30/2008.~~
~~Section 7.710.32 eff. 04/01/2008.~~
~~Sections B&P, 7.701.4, 7.707.42, 7.712.33, eff. 09/01/2008.~~
~~Sections 7.709, 7.710.34, 7.710.36 eff. 11/01/2008.~~
~~Section 7.707 eff. 01/01/2010.~~
~~Sections 7.702.52-7.702.54, 7.702.55.D-7.702.56.A(5), 7.710.1-7.710.25, 7.710.33.A, J, L(6), M, 7.710.34-7.710.42, 7.710.45-7.710.98, 7.716.4-7.716.6.B eff. 05/01/2010.~~
~~Section 7.701.33.A emer. rule eff. 09/10/2010.~~
~~Section 7.701.33.A eff. 12/01/2010.~~
~~Sections 7.716.1, 7.716.2.A.7, 7.716.3 eff. 01/01/2011.~~
~~Section 7.710.12 eff. 03/02/2011.~~
~~Sections 7.700, 7.701.11, 7.701.2, 7.701.33.A, 7.701.4, 7.720 eff. 04/01/2011.~~
~~Section 7.701.33.A-D.1, 7.701.33.H-I emer. rule eff. 08/10/2011.~~
~~Sections 7.701.33.A-D.1, 7.701.33.H-I eff. 11/01/2011.~~
~~Sections 7.705.9-7.705.96 repealed eff. 01/01/2012; Sections 7.701.2, 7.705.1, 7.705.33, 7.705.42, 7.705.43, 7.714, 7.714.4, 7.714.932 eff. 01/01/2012.~~
~~Section 7.17 repealed eff. 02/01/2012.~~
~~Section 7.708 eff. 04/01/2012.~~
~~Sections 7.701.2, 7.701.31, 7.701.33, 7.701.4, 7.701.9, 7.702.2, 7.702.43, 7.702.91, 7.705, 7.705.22, 7.705.33, 7.705.55, 7.705.6, 7.705.82, 7.705.84, 7.705.100, 7.706, 7.706.1, 7.706.15-17, 7.706.19, 7.707.1, 7.707.22, 7.707.31, 7.707.71, 7.707.923, 7.708.11, 7.708.31, 7.708.34-35, 7.708.36, 7.708.61, 7.708.65, 7.709.2, 7.709.21, 7.709.24, 7.710, 7.710.11, 7.710.2, 7.710.21-22, 7.710.24-25, 7.710.33-34, 7.710.36, 7.710.41-42, 7.710.44-45, 7.710.52-53, 7.710.55-56, 7.710.92-93, 7.711.1, 7.712.41-42, 7.712.74, 7.713, 7.713.1, 7.713.21, 7.713.23-25, 7.713.31, 7.713.41, 7.713.56, 7.713.65, 7.714, 7.714.1-2, 7.714.4-5, 7.714.52-53, 7.714.92, 7.714.933, 7.715.11, 7.715.46, 7.715.82, 7.715.84.H, 7.720.41, 7.720.73 eff. 06/01/2012. Sections 7.702.1, 7.705.7, 7.707.32.B.7, 7.710.26, 7.711.75.W, 7.712.1, 7.712.33, 7.718 repealed eff. 06/01/2012.~~
~~Sections 7.702.44, 7.708.39.A, 7.709.29.E eff. 07/01/2012.~~
~~Section 7.708.11 emer. rule eff. 09/07/2012.~~
~~Sections 7.701.21, 7.705.81-82, 7.708.1.B, 7.710.1, 7.710.33.A-J, 7.715.1, 7.715.33, 7.715.43.F-K, 7.715.71.A, 7.721 eff. 09/15/2012.~~

~~Sections 7.708.11, 7.708.7 eff. 12/01/2012.~~

~~Sections 7.701.2.D, 7.711.1 eff. 04/01/2013.~~

~~Sections 7.701.13, 7.701.33 eff. 02/01/2014.~~

~~Sections 7.708.21, 7.708.21.I, 7.721.3, 7.721.3.G eff. 07/01/2014.~~

~~Section 7.701.35 eff. 08/01/2014.~~

~~Sections 7.701.100, 7.702.42, 7.702.64, 7.702.73, 7.706.19, 7.707.6, 7.707.75, 7.711.76, 7.712.32, 7.712.74 eff. 04/01/2015. Section 7.702.93 repealed eff. 04/01/2015.~~

~~Sections 7.701.2, 7.701.4, 7.706.1 eff. 10/01/2015.~~

~~Sections 7.701.200, 7.705.22.A, 7.705.83, 7.708.39, 7.708.39, 7.708.61, 7.708.61.K, 7.708.65, 7.709.22, 7.709.22.I, 7.709.25, 7.709.25.E, 7.710.43, 7.710.43.H-I eff. 11/01/2015.~~

~~Sections 7.701.2, 7.701.32, 7.701.33, 7.701.34, 7.701.56, 7.708, 7.708.1, 7.708.11, 7.708.2-7.708.21-7.708.26, 7.708.3-7.708.31, 7.708.33, 7.708.34, 7.708.35, 7.708.36, 7.708.37, 7.708.38, 7.708.39, 7.708.41, 7.708.42, 7.708.43, 7.708.46, 7.708.51, 7.708.52, 7.708.61, 7.708.62, 7.708.63, 7.708.64, 7.708.65, 7.708.67, 7.708.7, 7.708.71, 7.708.72, 7.708.74, 7.710, 7.710.1, 7.710.3-7.710.31, 7.710.33, 7.710.34, 7.710.36, 7.710.52 eff. 01/01/2016.~~

~~Sections 7.702-7.702.94 eff. 02/01/2016.~~

CCDBG REAUTHORIZATION REQUIREMENT – PURPLE
PROVIDER/STAKEHOLDER REQUESTED CHANGE-GREEN
RULE CLARIFICATION – BLUE
TECHNICAL CLEAN UP/RULE REDUCTION-RED

7.712 RULES REGULATING SCHOOL-AGE CHILD CARE CENTERS

All school-age child care centers must comply with the “General Rules for Child Care Facilities” as well as the “Rules Regulating School-Age Child Care Centers” and the “Rules and Regulations Governing the HEALTH and Sanitation of Child Care Centers FACILITIES in the State of Colorado.”

7.712.1 (None)

7.712.2 DEFINITIONS

- A. A “school-age child care center” (hereafter referred to as the “center”) is a child care center that provides care for five (5) or more children who are between five (5) and ~~sixteen (16)~~ EIGHTEEN (18) years of age. CHILDREN FOUR (4) YEARS OF AGE, WHO WILL TURN FIVE (5) ON OR BEFORE OCTOBER 15TH OF THE CURRENT CALENDAR YEAR, MAY ATTEND THE CENTER AS PART OF A “BUILDING-BASED SCHOOL-AGE CHILD CARE PROGRAM” OR “BUILDING-BASED DAY CAMP” SUMMER PROGRAM PRIOR TO THEIR KINDERGARTEN YEAR. ~~The center’s purpose is to provide child care and/or an outdoor recreational experience using a natural environment.~~ The center operates for more than one week during the year. The term includes facilities commonly known as “day camps,” “summer camps,” “summer playground programs,” “before and after school programs,” and “extended day programs.” This includes centers operated ~~ed~~ING with or without compensation for such care, and with or without stated educational purposes.
- B. A “building-based school-age child care program” is a child care program that provides care for five (5) or more children who are between five (5) and ~~sixteen (16)~~ EIGHTEEN (18) years of age. The center is located in a building that is regularly used for the care of children.

- C. A “day camp” is a school-age child care program which operates at least four (4) hours a day primarily during one season of the year, and during school vacation periods for children between five (5) and eighteen (18) years of age, which accepts registrations for finite, not necessarily contiguous sessions. Programs may operate daily between 6:00 a.m. and 10:00 p.m. Day camp programs may ~~incidentally~~ offer ~~not~~ **NO** more than two overnight stays each camp session. ~~The day camp provides a creative recreational and educational opportunity through group-oriented programs. The day camp utilizes trained leadership and the resources of the natural surroundings to contribute to each child's mental, physical, social, and personal growth.~~

The types of day camps are as follows:

1. A “building based day camp” is a child care program that provides care for five (5) or more children who are between five (5) and eighteen (18) years of age. The day camp is located in a building which, along with the outdoor surroundings, is regularly used by the program.
2. A “mobile day camp” is a child care program that provides programming for five (5) or more children who are at least seven (7) years of age or who have completed the first grade. Children move from one site to another by means of transportation provided by the governing body of the program. The program uses no permanent building on a regular basis. Mobile day camp programs may operate in multiple sites, **IN A SINGLE COUNTY**, under one license.
3. An “outdoor-based day camp” is a child care program that provides care **For** five (5) or more children who are at least seven (7) years of age or have completed the first grade. The day camp ~~uses no~~ **DOES NOT USE A** permanent building on a regular basis and provides programming in a permanent outdoor or park setting.

7.712.3 POLICIES AND PROCEDURES

7.712.31 Statement of Policies and Procedures

- A. At the time of enrollment, and upon amendments to policies and procedures, the center must give the parent(s)/guardian(s) the center’s policies and procedures, and provide the opportunity to ask questions. Written copies must be available either electronically or in hard copy. The center must obtain a signed document stating that the parent(s)/guardian(s) have received the policies and procedures, and by signing the policies and procedures document, the parent(s)/guardian(s) agree to follow, accept the conditions of, and give authorization and approval for the activities described in the policies and procedures. Policies must include the following:
1. The center's purpose and its philosophy on child care;
 2. The ages of children accepted;
 3. Services offered for special needs children in compliance with the Americans with Disabilities Act (see Section 7.701.14, General Rules for Child Care Facilities);
 4. The hours and dates when the center is in operation, specific hours during which special activities are offered, **AND** holidays when the center is closed;
 5. The policy regarding ~~severe~~ **INCLEMENT** weather;
 6. The procedure concerning admission and ~~registration~~ **ENROLLMENT** of children;
 7. An itemized fee schedule;

8. The procedure ~~for identifying where children are at all times~~ TO ENSURE THE LOCATION OF CHILDREN IS KNOWN AT ALL TIMES, HOW CHILDREN ARE ACCOUNTED FOR THROUGHOUT THE DAY, AND THAT CHILDREN ARE SUPERVISED AT ALL TIMES BY THEIR ASSIGNED STAFF MEMBER;
9. The center's procedure on guidance, positive instruction, supporting positive behavior, discipline and consequences, including how the center will:
 - a. Cultivate positive child, staff and family relationships;
 - b. Create and maintain a socially and emotionally respectful early learning and care environment;
 - c. Implement teaching strategies supporting positive behavior, pro-social peer interaction, and overall social and emotional competence in young children;
 - d. Provide individualized social and emotional intervention supports for children who need them, including methods for understanding child behavior; and developing, adopting and implementing a team-based positive behavior support plan with the intent to reduce challenging behavior and prevent suspensions and expulsions; and
 - e. Access an early childhood mental health consultant or other specialist as needed.
10. The procedure, ~~including notification of parents and guardians,~~ for handling children's illnesses, accidents, and injuries, INCLUDING WHEN CHILDREN WILL BE EXCLUDED FROM CARE AND NOTIFICATION OF PARENTS/GUARDIANS;
11. The procedures ~~for handling~~ FOLLOWED ~~lost children~~ WHEN IT HAS BEEN IDENTIFIED A CHILD IS SEPARATED FROM THEIR GROUP AND NOT UNDER THE DIRECT SUPERVISION OF THEIR ASSIGNED STAFF MEMBER. ~~and other emergencies at all times, including during field trips. An outline of a plan of action in case of natural disaster is found at Section 7.712.83, G;~~
12. The procedure for transporting children, if applicable, including transportation arrangements and parental permission for excursions and related activities;
13. The written policy and procedure governing field trips, television and video viewing, and special activities, including the staff's ~~responsibility~~ ROLE for the supervision of children;
14. The ~~policy~~ PROCEDURE on children's safety related to riding in a vehicle, seating, supervision, and emergency procedures on the road;
15. The procedure for releasing children from the center only to persons for whom the center has written authorization;
16. The procedures followed when a child is picked up from the center after the closing hours of the center or not picked up at all, and the procedure to ensure that all children are picked up before the staff leave for the day;
17. The procedure for caring for children who arrive late to the center and their class/group is away from the center on a field trip or excursion;

18. The procedure for **STORING AND** administering children's medicines and delegation of medication administration in compliance with Section 12-38-132, C R S., of the "Nurse Practice Act.";
19. The procedure concerning children's personal belongings and money;
20. The policy concerning meals and snacks;
21. The policy **AND PROCEDURE** regarding visitors;
22. The procedure for filing a complaint about child care (see Section 7.701.5. General Rules for Child Care Facilities);
23. The ~~policy~~ **PROCEDURE** regarding the reporting of **SUSPECTED OR KNOWN** child abuse **AND/OR NEGLECT** (see Section 7.701.5 General Rules for Child Care Facilities);
24. ~~The policy regarding the child care facilities' responsibility to notify parents or guardians when the program will no longer be able to serve children~~ **THE POLICY FOR NOTIFICATION WHEN CHILD CARE SERVICE IS WITHDRAWN BY THE PROGRAM, OR WHEN PARENTS OR GUARDIANS WITHDRAW THEIR CHILD(REN) FROM THE CENTER;**
25. ~~The policy regarding the parent's or guardian's responsibility to notify the child care program when parents or guardians withdraw their child(ren) from the PROGRAM~~ **THE PROCEDURE, IF APPLICABLE, FOR TRANSITIONING CHILDREN BETWEEN SCHOOL OR COMMUNITY SPONSORED ACTIVITIES;** and
26. ~~What~~ **THE POLICY ON THE** steps ~~are taken~~ **THE CENTER WILL TAKE** prior to the suspension, expulsion or request to parents/~~or~~ guardians to withdraw a child from care due to concerns about the child's behavioral issues. These procedures must be consistent with the center's policy on guidance, positive instruction, discipline and consequences, and include documentation of the steps taken to understand and respond to challenging behavior.

7.712.32 Communication, Emergency, and Security Procedures

- A. The center must notify the parents/~~or~~ guardians in writing of significant changes in its services, policies, or procedures so that they can decide whether the center continues to meet the needs of the child(ren).
- B. For security purposes, a **DAILY** sign-in/sign-out sheet or other mechanism for parents/ ~~and~~ guardians must be maintained ~~daily~~ by the center It must include, for each child in care, the date, the child's name, the time when the child arrived ~~at~~ and left the center, and the parent/~~or~~ guardian's signature or other identifier. With **A** parent/ ~~or~~ guardian's approval, a child **FIVE (5) YEARS OF AGE OR OLDER** may sign in and out instead of the parent/ ~~or~~ guardian. Staff must verify attendance periodically throughout the day.
- ~~C. Each center is required to have a written mission statement. This statement must be kept on file, updated periodically, and made known to staff and to parents and guardians, and must be available during the licensing inspection.~~
- ~~DC.~~ During the hours the center is in operation, the center must provide an office and/or monitored telephone number known to the public and available to parents/**GUARDIANS** in order to provide immediate access to the center.

- ED. If the center has a permanent site, there must be a telephone at the site.
- ~~F. Centers must have an established means of communication between staff and the program office when children are being transported or are away from the permanent site on a field trip.~~
- GE. Emergency telephone numbers must be posted at each permanent site and taken on all field trips and during mobile school-age child care programs. The emergency numbers must include, at a minimum, 911, ~~if available~~, or A rescue unit if 911 isn't available; the clinic or hospital nearest to the activity location; ambulance service; fire, police, and health departments; and Rocky Mountain Poison Control.
- HF. Mobile school-age child care programs must have a way to be contacted while in transit.
- IG. The center must be able to provide emergency transportation to a health care facility at all times either via program vehicle or the emergency medical services system.
- JH. The director of the center or the director's delegated substitute must have a means for determining ~~at all times~~ who is present at the center **AT ALL TIMES**.
- KI. A written policy regarding visitors to the center must be posted and a record maintained daily by the center that includes, at a minimum, the visitor's name and address and the purpose of the visit. At least one piece of identification must be inspected for individuals who are strangers to personnel at the center.
- LJ. With the exception of children who are allowed to sign themselves in and out, the center must release ~~A the~~ child only to the adult(s) for whom written authorization has been given and is maintained in the child's record (see Section 7.712.81). In an emergency, the child **(REN)** may also be released to an adult for whom the child's parent or guardian has given verbal authorization. If the staff member who releases the child does not know the adult, identification must be required to assure that the adult is authorized to pick up the child.
- MK. The center must have a procedure for dealing with individuals not authorized by the parent/~~or~~ guardian of a child who attempts to have the child released to them.
- ~~NL. The center must have a written emergency procedure that explains how AND WHEN it will report communicable illnesses to the local, health department pursuant to regulations of the State Department of Public Health and Environment.~~
- OL. The center must have a written procedure for closing the center at the end of the day to ensure that all children are picked up.

7.712.4 PERSONNEL

7.712.41 General Requirements for All Personnel

- A. ~~All personnel of the center must demonstrate an interest in and knowledge of children and concern for their proper care and well-being.~~ **ALL PERSONNEL AND VOLUNTEERS AT THE CENTER MUST DEMONSTRATE KNOWLEDGEABLE DECISION-MAKING, JUDGMENT, AND CONCERN FOR THE PROPER CARE AND WELL-BEING OF CHILDREN.**
- B. All personnel **AND VOLUNTEERS** must **be free from illness and conduct not engage in actions** that would endanger the health, safety, or well-being of children.
- ~~C. The center must determine if any staff person who works at the center has ever been convicted of a crime as listed at Section 7.701.33, D, 5 or 6, of the General Rules for Child Care Facilities.~~

- DC. A criminal record check request for all in-state staff must be submitted to the Colorado Bureau of Investigation within five (5) days that an individual is employed by the center. The personnel file of in-state staff members of the center must contain clearance or arrest report from the Colorado Bureau of Investigation resulting from the caregiver's criminal record check. The requirement for a criminal record check is found in Section 7.701.33 of the General Rules for Child Care Facilities. Seasonal staff that indicates that they will not be returning to the program for employment shall MUST be removed from the CBI list for the program.
- ~~E. A request for a review of the State Department's automated system must be made within ten (10) working days of each staff member's first day of employment. The method for making the request is found in 7.701.32 (General Rules for Child Care Facilities).~~
- FD. Each staff member and REGULAR volunteer as defined in section 7.712.44.C must furnish the center with information concerning chronic health problems, any known drug reactions, allergies, medications being taken, and/or other health problems that could affect the staff member's ability to perform the duties of the job assigned. COMPLETE AN ANNUAL HEALTH HISTORY. THE HEALTH HISTORY MUST BE MAINTAINED IN A SECURE LOCATION.
- GE. The duties and responsibilities of each staff position and the lines of authority and responsibility within the center must be in writing. At the time of employment, staff members must be informed of their duties and assigned a supervisor.
- HF. Prior to working with children, the staff member must read and be instructed on the policies and procedures of the center, including those relating to hygiene, sanitation, food preparation practices, proper supervision of children, and reporting of child abuse. Staff members must sign a statement indicating that they have read and understand the center's policies and procedures.
- IG. Day camp staff shall MUST receive a minimum of fifteen (15) hours of pre-camp training, not including IN ADDITION TO DEPARTMENT-APPROVED First Aid and CPR. Pre-camp training must include all training activities that staff MEMBERS participate in as a whole. Training should include, but not be limited to, familiarizing staff with the camp mission, site emergency policy and procedures, how to supervise and facilitate activities with campers, and health care policies and procedures. Policies and procedures must be in writing. Staff will be supervised and additional training may be provided if needed. Day camps must have a system in place to provide staff the essential training information for late hires.
- JH. The center must have a staff development plan that includes a minimum of fifteen (15) clock hours of ONGOING training each year for all staff. This requirement does not apply to day camps. ~~This training must relate to one or more of the following general areas: child growth and development, healthy and safe environment, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.~~ At least three (3) clock hours per year must be in the focus of social emotional development. The fifteen (15) clock hours of training does not include recertification in First Aid and CPR. ONGOING TRAINING AND COURSES MUST DEMONSTRATE A DIRECT CONNECTION TO ONE OR MORE OF THE FOLLOWING COMPETENCY AREAS:
1. CHILD GROWTH AND DEVELOPMENT, AND LEARNING OR COURSES THAT ALIGN WITH THE COMPETENCY DOMAINS OF CHILD GROWTH AND DEVELOPMENT;
 2. CHILD OBSERVATION AND ASSESSMENT;
 3. FAMILY AND COMMUNITY PARTNERSHIP;
 4. GUIDANCE;

5. HEALTH, SAFETY AND NUTRITION;
 6. PROFESSIONAL DEVELOPMENT AND LEADERSHIP;
 7. PROGRAM PLANNING AND DEVELOPMENT;
 8. TEACHING PRACTICES:
 - a. EACH ONE (1) SEMESTER HOUR COURSE WITH A DIRECT CONNECTION TO THE COMPETENCY AREA LISTED IN SECTION 7.712.41, J, 1-8, TAKEN AT A REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY MAY COUNT AS FIFTEEN (15) CLOCK HOURS OF ONGOING TRAINING.
 - b. TRAINING HOURS COMPLETED CAN ONLY BE COUNTED DURING THE YEAR TAKEN AND CANNOT BE CARRIED OVER.
- I. TO BE COUNTED FOR ONGOING TRAINING, THE TRAINING CERTIFICATE MUST HAVE DOCUMENTATION THAT INCLUDES:
1. THE TITLE OF THE TRAINING; AND,
 2. THE COMPETENCY DOMAIN; AND,
 3. THE DATE AND CLOCK HOURS OF THE TRAINING; AND,
 4. THE NAME OR SIGNATURE, OR OTHER APPROVED METHOD OF VERIFYING THE IDENTITY OF TRAINER OR ENTITY; AND,
 5. EXPIRATION OF TRAINING IF APPLICABLE; AND,
 6. CONNECTION TO SOCIAL EMOTIONAL FOCUS IF APPLICABLE.
- ~~KJ.~~ All staff MEMBERS must complete a ~~d~~Department-approved standard precautions training ~~that meets current occupational safety and health administration (OSHA) requirements~~ prior to working with children. This training must be renewed annually and may count towards ongoing training requirements.
- ~~LK.~~ ~~Effective DECEMBER 31, 2016 a~~All staff MEMBERS must complete a building and physical premises safety training prior to working with children. The training must include:
- a. Identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic; and
 - b. Handling and storage of hazardous materials and the appropriate disposal of bioLOGICAL contaminants.
- ~~ML.~~ ~~Effective December 31, 2016 each provider or~~ ALL staff memberS responsible for the collection, review and maintenance of the child immunizations records **must show evidence they have completed** the Colorado Department of Public Health and Environment (CDPHE) immunization course within ~~thirty (30)~~ calendar days of employment. This training must be renewed annually and may count towards ongoing training requirements.
- ~~NM.~~ ~~Effective December 31, 2016 each provider,~~ ALL staff memberS ~~or~~ AND regular volunteerS must complete a ~~d~~Department-approved training about child abuse prevention, including common

symptoms and signs of child abuse within ~~thirty (30)~~ calendar days of employment. This training must be renewed annually and may count towards ongoing training requirements.

7.712.42 Required Personnel and Qualifications

A. Program Director

Each center must have an on-site program director who ~~shall~~ **MUST** be at least twenty-one (21) years of age. The program director must have demonstrated to the hiring authority maturity of judgment, administrative ability, and the skill to appropriately supervise and direct school-age children in an unstructured setting.

1. The program director must have verifiable education or training in work with school-age children in such areas as recreation, education, scouting, or 4-H; and the program director must have completed at least one of the following qualifications:
 - a. A four (4) year college degree with a major such as recreation, **OUTDOOR EDUCATION**, education with a specialty in art, elementary or early childhood education, or a subject in the human service field; or
 - b. Two years of college training and six (6) months (**910 HOURS**) of satisfactory and verifiable full-time or equivalent part-time, paid or volunteer, experience, since attaining the age of eighteen (18), in the care and supervision of four (4) or more children; or
 - c. ~~Three years of satisfactory and verifiable full-time or equivalent part-time, paid or volunteer, experience, since attaining the age of eighteen (18), in the care and supervision of four (4) or more children. The program director must complete six (6) semester hours, nine (9) quarter hours in course work from a regionally accredited college or university, or forty (40) clock hours of training in course work applicable to school-age children within the first nine (9) months of employment.~~ **THREE YEARS (5460 HOURS) OF SATISFACTORY AND VERIFIABLE FULL-TIME OR EQUIVALENT PART-TIME, PAID OR VOLUNTEER, EXPERIENCE AND ONE OF THE FOLLOWING QUALIFICATIONS:**
 - 1) **COMPLETE SIX SEMESTER HOURS, OR NINE QUARTER HOURS IN COURSE WORK FROM A REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY; OR**
 - 2) **40 CLOCK HOURS OF TRAINING IN COURSE WORK APPLICABLE TO SCHOOL-AGE CHILDREN AND THE DEPARTMENT-APPROVED COURSES IN INJURY PREVENTION, AND PLAYGROUND SAFETY FOR SCHOOL-AGED CHILD CARE CENTERS WITHIN THE FIRST NINE MONTHS OF EMPLOYMENT.**
1. ~~The program director is responsible for planning and implementing the program and supervising the staff.~~ **SATISFACTORY EXPERIENCE INCLUDES EXPERIENCE IN THE CARE AND SUPERVISION OF FOUR OR MORE CHILDREN FROM THE AGES OF FOUR (4)-EIGHTEEN (18) YEARS OLD, UNRELATED TO THE INDIVIDUAL, SINCE ATTAINING THE AGE OF EIGHTEEN (18).**
2. **THE PROGRAM DIRECTOR IS RESPONSIBLE FOR PLANNING AND IMPLEMENTING THE PROGRAM AND SUPERVISING THE STAFF.**

B. Program Leaders

EACH PROGRAM LEADER MUST BE AT LEAST 18 YEARS OF AGE, DEMONSTRATE ABILITY TO WORK WITH CHILDREN, AND MUST MEET THE FOLLOWING QUALIFICATIONS:

1. COMPLETE THE DEPARTMENT-APPROVED COURSE IN INJURY PREVENTION;
2. COMPLETE THE DEPARTMENT-APPROVED COURSE IN PLAYGROUND SAFETY FOR SCHOOL-AGED CHILD CARE CENTERS. THIS REQUIREMENT DOES NOT APPLY TO DAY CAMPS THAT DO NOT REGULARLY USE A PLAYGROUND.; AND
3. ~~Program leaders must be at least eighteen (18) years of age and demonstrate an ability to work with children. Program leaders m~~Must have at least three (3) months (460 HOURS) of full-time or equivalent part-time satisfactory and verifiable experience with school-age children.

C. Program Aides

1. Program aides ~~shall~~ MUST be at least sixteen (16) years of age. Program aides ~~shall~~ ~~shall~~ MUST work directly under the supervision of the program director or program leaders and ~~shall~~ ~~shall~~ MUST never be left alone with children.
2. Program aides can be counted as staff in determining child care staff ratios.

D. DEPARTMENT- APPROVED CHILD CARE HEALTH CONSULTANT

1. AS REQUIRED BY THESE RULES, STAFF MUST CONSULT WITH A CURRENT DEPARTMENT-APPROVED COLORADO CHILD CARE HEALTH CONSULTANT. TO BE APPROVED THE CHILD CARE HEALTH CONSULTANT MUST BE ONE OF THE FOLLOWING: A LICENSED REGISTERED NURSE WITH KNOWLEDGE AND EXPERIENCE IN MATERNAL AND CHILD HEALTH, A PEDIATRIC NURSE PRACTITIONER, A FAMILY NURSE PRACTITIONER, OR A PEDIATRICIAN. THE CONSULTATION MUST BE SPECIFIC TO THE NEEDS OF THE FACILITY AND INCLUDE SOME OF THE FOLLOWING TOPICS: TRAINING, DELEGATION AND SUPERVISION OF MEDICATION ADMINISTRATION AND SPECIAL HEALTH PROCEDURES, HEALTH CARE, HYGIENE, DISEASE PREVENTION, EQUIPMENT SAFETY, INTERACTION BETWEEN CHILDREN AND ADULT CAREGIVERS, AND NORMAL GROWTH AND DEVELOPMENT. CONSULTATION MUST OCCUR AS OFTEN AS THE CHILD CARE HEALTH CONSULTANT WHO IS DELEGATING MEDICATIONS AND/OR MEDICAL PROCEDURES REQUIRES.
2. THE DATE AND CONTENT OF EACH CONSULTATION MUST BE RECORDED AND MAINTAINED IN THE CENTER'S FILES.
3. THE CENTER MUST MAINTAIN DOCUMENTATION INCLUDING THE CHILD CARE HEALTH CONSULTANT'S (CCHC) DEPARTMENT OF REGULATORY AGENCIES (DORA) PROOF OF RN OR MD CURRENT LICENSURE IN GOOD STANDING, A BRIEF BIOGRAPHY HIGHLIGHTING APPLICABLE KNOWLEDGE, EXPERIENCE AND APPROXIMATE DATES WORKED AS A SCHOOL NURSE OR CHILD CARE HEALTH CONSULTANT COMMENCED.

4. CHILD CARE HEALTH CONSULTANTS (CCHC) MUST COMPLETE THE DEPARTMENT-APPROVED CHILD CARE HEALTH CONSULTANT (CCHC) TRAINING PRIOR TO CONSULTING WITH THE CENTER. THE CENTER MUST OBTAIN AND MAINTAIN PROOF OF COURSE COMPLETION.
 5. ALL CHILD CARE HEALTH CONSULTANTS (CCHC) MUST show evidence they have COMPLETED THE DEPARTMENT-APPROVED COLORADO DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT (CDPHE) IMMUNIZATION COURSE ANNUALLY.
- DE. Employment of maintenance staff, including kitchen service, grounds, and housekeeping employees less than sixteen (16) years of age, must be in compliance with Colorado labor laws.
- F. AT LEAST ONE STAFF MEMBER WITH CURRENT DEPARTMENT-APPROVED MEDICATION ADMINISTRATION TRAINING AND DELEGATION MUST BE ON DUTY AT ALL TIMES.
- EG. First Aid and CPR Certified Staff
1. For every thirty (30) or fewer children in attendance, there must be at least one (1) staff member who holds ~~a~~ current Department-approved First Aid, and ~~safety certificate that includes~~ CPR CERTIFICATE for all ages of children. Such individuals must be with the children at all times when the center is in operation. If children are at different locations, there must be a First Aid and CPR qualified staff member at each location.
 2. In a day camp, all staff MEMBERS ~~that WHO~~ are eighteen (18) years of age and ~~over OLDER are required to~~ MUST have a current DEPARTMENT-APPROVED First Aid and CPR certificate ~~S from a nationally recognized provider~~. Uncertified staff MEMBERS must work with another certified staff member.
 3. All employees caring for children, not required by rule to be certified in First Aid and CPR, must complete a DEPARTMENT-APPROVED basic First Aid and CPR module within THIRTY (30) calendar days of employment and the module must be renewed every TWO (2) years.

7.712.43 Required Staff Supervision

- A. A program director must be present at the center at least 60% PERCENT of any day the center is in operation. An individual who meets one of the following requirements must be present for the remaining 40% PERCENT of the day:
1. A QUALIFIED program leader who is at least twenty-one (21) years of age ~~and has at least three (3) months of full-time or equivalent part-time verifiable experience working with children~~; OR
 2. A QUALIFIED program leader who is at least eighteen (18) years of age and has at least one (1) year (1820 HOURS) full-time or equivalent part-time verifiable experience working with children; or
 3. Two QUALIFIED program leaders who are at least nineteen (19) years of age ~~and have at least three (3) months of full-time or equivalent part-time verifiable experience working with children~~.
- B. If the program director cannot be present 60 PERCENT % of any day the center is in operation, an individual who meets program director qualifications must substitute for the director.

- C. There must be at least one (1) program leader providing supervision with each group of **THIRTY (30)** or fewer children cared for by the center. ~~At all times, staff must be actively supervising children.~~ **WHEN FOUR (4) YEAR OLDS ARE IN ATTENDANCE, THERE MUST BE AT LEAST ONE PROGRAM LEADER PROVIDING SUPERVISION WITH EACH GROUP OF TWENTY-FOUR (24) OR FEWER CHILDREN CARED FOR BY THE CENTER.**
- D. **THE MAXIMUM GROUP SIZE FOR CHILDREN OVER THE AGE OF FIVE (5) IS THIRTY (30) CHILDREN. WHEN FOUR (4) YEAR OLDS ARE IN ATTENDANCE THE MAXIMUM GROUP SIZE IS TWENTY-FOUR (24). WHEN THE CENTER HAS THE CAPACITY TO CARE FOR MULTIPLE GROUPS OF CHILDREN, THEY MUST BE SEPARATED INTO DEVELOPMENTALLY AND AGE APPROPRIATE ACTIVITIES. GROUPS ARE NOT REQUIRED TO BE SEPARATED FROM EACH OTHER BY PERMANENT OR PORTABLE DIVIDERS OR WALLS.**
- E. **GROUP SIZE FOR CHILDREN IN CARE MAY BE EXCEEDED FOR ATTENDANCE TIME, MEAL AND SNACK TIME, SPECIAL OCCASIONS AND ACTIVITIES. THE ROOM CAPACITY MUST NOT BE EXCEEDED.**
- ~~DF.~~ There must be one (1) staff member for each fifteen (15) children in attendance. **WHEN FOUR (4) YEAR OLDS ARE IN ATTENDANCE, THERE MUST BE AT LEAST ONE STAFF MEMBER FOR EACH TWELVE (12) OR FEWER CHILDREN CARED FOR BY THE CENTER.**

Ages of Children	Number of Staff	Maximum Group Size
Mixed age group with 4 year olds	1 staff member to 12 children	24 children
5 years and older	1 staff member to 15 children	30 children

- ~~EG.~~ At any time when nine (9) or more children are ~~present IN CARE~~ at the center, there must be at least one (1) program leader actively supervising children and another responsible person at least sixteen (16) years of age on the premises. When **EIGHT 8** or fewer children are present, there must be at least **ONE (1)** program leader on duty and a second staff member on call ~~and WHO IS~~ immediately available in an emergency.
- ~~FH.~~ At all times, school-age child care personnel must be ~~actively~~ **DIRECTLY** supervising the children.
- ~~GI.~~ In a mobile day camp program, ~~or~~ an outdoor-based day camp program, **OR ANYTIME A BUILDING BASED PROGRAM IS AWAY FROM THE FACILITY**, the staff ratio given at Section 7.712.43, ~~C and DF~~, must be maintained, but there must be at least two (2) program leaders at all times with the children.

7.712.44 Volunteers

- A. If volunteers are used by the center, there must be a clearly established policy in regard to their function, orientation, and supervision.
- B. **REFERENCES MUST BE OBTAINED FOR #** volunteers **WHO** are counted in the staff to child ratio, ~~references must be obtained for them~~ consistent with Section ~~7.712.41, D7.701.33B~~.
- C. ~~Volunteers must have qualifications suitable to the tasks assigned~~ **VOLUNTEERS THAT WORK MORE THAN FOURTEEN (14) CALENDAR DAYS (112 HOURS) PER CALENDAR YEAR WHO**

ARE USED TO MEET STAFF TO CHILD RATIO MUST BE EQUALLY QUALIFIED AS A PROGRAM DIRECTOR, PROGRAM LEADER OR PROGRAM AIDE AND MUST HAVE COMPLETE STAFF RECORDS AS DEFINED IN 7.712.82.

D. Volunteers UNLESS EQUALLY QUALIFIED must be:

~~1. Directly supervised by a program director or program leader; and.~~

~~2E. VOLUNTEERS MUST BE~~ Given instruction as to the center's policies and procedures.

7.712.5 CHILD CARE SERVICES

7.712.51 Admission Procedure

- A. The center can accept children only of the ages AND CAPACITY for which it has been licensed. ~~At no time can the number of children in attendance exceed the number for which the center has been licensed.~~
- B. Admission procedures must be completed prior to the child's ~~attendance~~ FIRST DAY IN CARE at the center and must include:
1. Completion of the registration information for inclusion in the child's record, as required in Section 7.712.81; and
 2. Providing the parent(s)/ ~~or~~ guardian(s) with a copy of the center's policies and procedures.

7.712.52 Health Care

~~A. Statements of Health Status~~

~~1. At the time of admission, health information must be provided for every child entering the center, including any known drug reactions and allergies, medications being taken, and any special diets required. The name, address, and phone number of the child's physician and dentist must be provided.~~

A. STATEMENTS OF HEALTH STATUS

1. AT THE TIME OF ENROLLMENT, THE PARENT(S)/GUARDIAN(S) MUST PROVIDE FOR EACH CHILD ENTERING THE CENTER:
 - a. A COMPLETE HEALTH HISTORY FOR EACH CHILD, INCLUDING ANY COMMUNICABLE DISEASES, CHRONIC ILLNESSES OR INJURIES, KNOWN DRUG REACTIONS AND ALLERGIES, CURRENT MEDICATIONS AND ANY SPECIAL DIETS NEEDED, THE NAME ADDRESS AND PHONE NUMBER FOR THE CHILD'S HEALTH CARE PROVIDER AND DENTIST.
 - b. DOCUMENTATION OF IMMUNIZATION STATUS OR EXEMPTION AS REQUIRED BY COLORADO DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT (CDPHE). IMMUNIZATIONS MUST BE UPDATED AND RECORDED AS SPECIFIED ON THE CERTIFICATE OF IMMUNIZATION OR ALTERNATE CERTIFICATE OF IMMUNIZATION AS SUPPLIED AND APPROVED BY THE COLORADO DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT (CDPHE). COLORADO LAW REQUIRES PROOF OF IMMUNIZATION BE PROVIDED PRIOR TO OR ON THE FIRST DAY OF ADMISSION.

- 1) CHILD CARE CENTERS AS DEFINED IN SECTION 26-6-102 (1.5), C.R.S., LOCATED AT A SKI AREA, ARE EXEMPT FROM OBTAINING IMMUNIZATION RECORDS FOR STUDENTS WHEN ALL OF THE FOLLOWING CONDITIONS ARE MET:
 - a) STUDENTS ATTEND FOR FIFTEEN (15) DAYS OR LESS IN A FIFTEEN-CONSECUTIVE-DAY PERIOD, NO MORE THAN TWICE IN A CALENDAR YEAR; AND
 - b) AT LEAST SIXTY (60) CALENDAR DAYS SEPARATE THE TWO SESSIONS WITHIN THE CALENDAR YEAR; AND
 - c) THE CENTER NOTIFIES PARENTS/GUARDIANS THAT NON-IMMUNIZED CHILDREN ARE ENROLLED ON THE ABOVE SHORT-TERM BASIS.

 2. ~~At the time of admission, information regarding all immunizations a child has had, including month and year each immunization was administered, must be provided to the center, or a plan must be developed with the parent or guardian for submitting the information within thirty (30) days of enrollment. Immunizations must be recorded on the Certificate of Immunization or alternate approved immunization form supplied and approved by the Colorado Department of Public Health and Environment (CDPHE) and kept on file at the center.~~ THE CENTER MUST INFORM ITS CHILD CARE HEALTH CONSULTANT (CCHC) PRIOR TO THE FIRST DAY OF CARE OF THE ENROLLMENT OF A CHILD WITH SPECIAL HEALTH CARE NEEDS, IF KNOWN, SO STAFF RECEIVES TRAINING, DELEGATION AND SUPERVISION AS INDICATED BY THE CHILD'S INDIVIDUALIZED HEALTH CARE PLAN.

 4. If the center is located at an elementary school and all the children attend that school, the immunization records may be maintained at the school office but must be accessible to **CENTER STAFF MEMBERS AND** licensing specialists **DURING THE HOURS THE CENTER IS OPEN.**
- B. Emergency Procedures
1. Written authorization for emergency medical care must be in the child's file as required in Section 7.712.81.

 2. **WHEN ACCIDENTS, INJURIES, OR ILLNESSES OCCUR, THE PROGRAM DIRECTOR OR RESPONSIBLE ADULT IN CHARGE MUST NOTIFY THE CHILD'S PARENT OR GUARDIAN AND, IF NECESSARY, SEEK MEDICAL CARE FOR THE CHILD. If a child requires medical attention away from the program site, the child's parent(s) or guardian(s) must be notified, and necessary medical care sought from a licensed physician or medical facility.**

 3. ~~Children too ill OR INJURED to remain in the group must be comfortably cared for and supervised until they can be PICKED UP OR SIGNED OUT FROM THE PROGRAM. taken home or suitably cared for elsewhere. For building-based programs, a cot or mat, plus a sheet and blanket must be provided.~~

 34. A responsible staff member must be ~~present or within hearing distance of~~ **DIRECTLY SUPERVISING** any ill **OR INJURED** child.

45. ~~First aid supplies must be available at the program site and in all vehicles operated by the center.~~ PORTABLE FIRST AID KITS MUST BE AVAILABLE TO STAFF AT ALL TIMES, INCLUDING FIELD TRIPS, AND MUST BE LOCATED OUT OF REACH OF CHILDREN AND MAINTAINED IN A SANITARY CONDITION. FIRST AID KITS MUST BE CHECKED AND RESTOCKED ON AT LEAST A MONTHLY BASIS.

C. Medication

1. ~~ANY UN-EXPIRED ROUTINE MEDICATION, P~~Prescription and non-prescription (over-the-counter) medications ~~for eyes or ears, all oral medications, topical medications, inhaled medications, and certain emergency injections can~~ MUST be administered only with ~~the~~ A CURRENT written order of a ~~person~~ HEALTH CARE PROVIDER with prescriptive authority and with written parental consent. ~~Centers may administer medications for chronic health conditions or emergency situations~~ HOME REMEDIES, INCLUDING HOMEOPATHIC MEDICATIONS, MUST NEVER BE GIVEN TO A CHILD WITHOUT WRITTEN PARENTAL CONSENT, AUTHORIZATION OF THE PRECRIBING PRACTITIONER AND DELEGATION AS REQUIRED IN SECTION 7.712.52.C.6.
2. The written order by the prescribing practitioner must include:
 - a. Child's name;
 - b. Licensed prescribing practitioner name, telephone number, and signature;
 - c. Date authorized;
 - d. Name of medication and dosage;
 - e. Time of day medication is to be given;
 - f. Route of medication;
 - g. Length of time the medication is to be given;
 - h. Reason for medication (unless this information needs to remain confidential);
 - i. Side effects or reactions to watch for; and
 - j. Special instructions.
3. Medications must be kept in the original labeled bottle or container. Prescription medications must contain the original pharmacy label. ~~that lists:~~
 - a. ~~Child's name;~~
 - b. ~~Prescribing practitioner's name;~~
 - c. ~~Pharmacy name and telephone number;~~
 - d. ~~Date prescription was filled;~~
 - e. ~~Expiration date of the medication;~~
 - f. ~~Name of the medication;~~

- ~~g. Dosage;~~
 - ~~h. How often to give the medication; and~~
 - ~~i. Length of time the medication is to be given.~~
5. Over-the-counter medication must be kept in the originally labeled container and be labeled with the child's first and last name.
45. In the case medication needs to be given on an ongoing, long-term basis, the authorization and consent forms must be reauthorized on an annual basis. Any changes in the original medication authorization require a new written order by the prescribing practitioner and a change in the prescription label. ~~Verbal orders taken from the licensed prescriber may be accepted only by a licensed registered nurse.~~
56. ~~All child care staff designated by the center director to give medications must complete the 4-hour Department-approved medication administration training and have current First Aid and universal precautions training.~~ STAFF DESIGNATED BY THE PROGRAM DIRECTOR TO GIVE MEDICATIONS MUST COMPLETE THE DEPARTMENT-APPROVED MEDICATION ADMINISTRATION TRAINING AND HAVE CURRENT ANNUAL DELEGATION OR MORE OFTEN AS DETERMINED BY THE CHILD CARE HEALTH CONSULTANT. DELEGATION MUST BE FROM THE CENTER'S CURRENT CHILD CARE HEALTH CONSULTANT WHO MUST OBSERVE AND DOCUMENT THE COMPETENCY OF EACH STAFF MEMBER INVOLVED IN MEDICATION ADMINISTRATION. ALL STAFF ADMINISTERING MEDICATION MUST HAVE CURRENT DEPARTMENT-APPROVED CPR, FIRST AID TRAINING PRIOR TO ADMINISTERING MEDICATION WITH THE FOLLOWING EXCEPTIONS:
- a. STAFF DETERMINED BY THE PROGRAM DIRECTOR, IN CONSULTATION WITH THE CHILD CARE HEALTH CONSULTANT, TO BE RESPONSIBLE FOR PROVIDING ROUTINE EMERGENCY MEDICATIONS COVERED IN THE APPROVED MEDICATION ADMINISTRATION TRAINING FOR THE TREATMENT OF SEVERE ALLERGIES OR INHALED MEDICATIONS FOR THE TREATMENT OF ASTHMA MUST RECEIVE TRAINING AND DELEGATION FROM THEIR CHILD CARE HEALTH CONSULTANT FOR THOSE MEDICATIONS ONLY. STAFF MUST THEN PROVIDE THOSE MEDICATIONS TO CHILDREN BASED ON THE INSTRUCTIONS FROM THE CHILD'S INDIVIDUALIZED HEALTH CARE PLAN.
 - b. STAFF DETERMINED BY THE DIRECTOR, IN CONSULTATION WITH THE CHILD CARE HEALTH CONSULTANT, TO BE RESPONSIBLE FOR PROVIDING MEDICATIONS NOT COVERED IN THE APPROVED MEDICATION ADMINISTRATION TRAINING ~~SHALL~~ MUST ALSO BE PERMITTED TO ADMINISTER MEDICATIONS AND/OR MEDICAL TREATMENTS SUCH AS EMERGENCY SEIZURE MEDICATION, INSULIN OR OXYGEN WITH INDIVIDUALIZED TRAINING AND DELEGATION FROM THE CHILD CARE HEALTH CONSULTANT BASED ON INSTRUCTIONS FROM THE CHILD'S INDIVIDUALIZED HEALTH CARE PLAN.
 - c. STAFF MAY BE TRAINED AND DELEGATED IN THE ADMINISTRATION OF A SINGLE RESCUE MEDICATION OR RESCUE MEDICAL INTERVENTION BY THE CENTER'S CHILD CARE HEALTH CONSULTANT. SUCH TRAINING AND DELEGATION ~~SHALL~~ MUST QUALIFY THE STAFF MEMBER TO PROVIDE A RESCUE MEDICATION OR TREATMENT FOR A SPECIFIC CHILD BASED ON INSTRUCTIONS FROM THE CHILD'S INDIVIDUALIZED HEALTH CARE PLAN.

67. ~~Medications must be kept in an area inaccessible to children. Controlled medications must be counted and safely secured, and specific policies regarding their handling require special attention in the center's policies. Access to these medications must be limited.~~ ALL MEDICATIONS, EXCEPT THOSE MEDICATIONS SPECIFIED IN THE DEPARTMENT'S APPROVED MEDICATION ADMINISTRATION TRAINING AS EMERGENCY MEDICATIONS, MUST BE KEPT IN AN AREA INACCESSIBLE TO CHILDREN, BUT AVAILABLE TO STAFF TRAINED IN ADMINISTERING MEDICATION. IF REFRIGERATION IS REQUIRED, the facility must regularly monitor refrigerator temperature to ensure medications are stored properly. Refrigerated ~~THE~~ MEDICATION MUST BE STORED IN EITHER A SEPARATE REFRIGERATOR OR A LEAK PROOF CONTAINER IN A DESIGNATED AREA OF A FOOD STORAGE REFRIGERATOR, SEPARATE FROM FOOD AND INACCESSIBLE TO CHILDREN. CONTROLLED MEDICATIONS MUST BE COUNTED AND SAFELY SECURED, AND SPECIFIC POLICIES REGARDING THEIR HANDLING REQUIRE SPECIAL ATTENTION IN THE CENTER'S POLICIES. ACCESS TO THESE MEDICATIONS MUST BE LIMITED (SEE SECTION 12-22-318, C.R.S.).
78. ~~Children are not allowed to bring medications to child care unless accompanied by a responsible adult. If a medication is out of date or left over, parents are responsible for picking up the medication. If parents do not respond, the center is responsible for the disposal of medications according to center policy and procedures. Disposal of medications must be documented.~~ EMERGENCY MEDICATIONS MUST BE STORED IN ACCORDANCE WITH THE CHILD CARE HEALTH CONSULTANT'S RECOMMENDATION. EMERGENCY MEDICATIONS ARE NOT REQUIRED TO BE STORED IN A LOCKED AREA. EMERGENCY MEDICATIONS MAY BE STORED IN AN AREA EASILY ACCESSIBLE AND IDENTIFIABLE TO STAFF BUT OUT OF REACH OF CHILDREN. WHEN AWAY FROM THE CLASSROOM, STAFF MUST CARRY EMERGENCY MEDICATIONS IN A BAG ON THEIR PERSON.
89. A written medication log must be kept for each child. This log is part of the child's records. The log must contain the following:
- a. Child's name;
 - b. Name of the medication, dosage, and route;
 - c. Time medication is to be given;
 - d. Special instructions;
 - e. Name and initials of the individuals giving the medication; and
 - f. Notation if the medication was not given and the reason.
910. Topical preparations such as petroleum jelly AND ~~diaper rash ointments, sunscreen, bug sprays, and other ointments~~ may be administered to children with written parental authorization. These preparations may not be applied to open wounds or broken skin unless there is a written order by the prescribing practitioner.
4011. The center must have a written policy on the storage and access of inhalers and epinephrine AUTO INJECTORS for all children in care. This policy must be reviewed by the ~~C~~child ~~C~~are ~~H~~health ~~C~~onsultant.
4412. The center may, with written parental consent and authorization of the prescribing health care provider, permit children who have asthma to carry their own inhalers or children who

are at risk of anaphylaxis to carry their own epinephrine, and use them as directed.-The center must have a specific written policy on the storage and access of inhalers and epinephrine for children who are permitted to carry or self-administer these medications. The policy must include a contract with the parent(s)/guardian(s), and child acknowledgement, assigning levels of responsibility of each individual. THIS CONTRACT MUST ACCOMPANY orders for the medication from the health care provider, along with confirmation from ~~the health care provider~~ CHILD CARE HEALTH CONSULTANT that the student has been instructed and is capable of self- administration of the prescribed medications.

- ~~4213.~~ All staff MEMBERS AND CHILD CARE HEALTH CONSULTANTS must be aware of which children have asthma AND SEVERE ALLERGIES, and which of those may ADMINISTER use their own inhalers OR AUTO INJECTORS as needed. ~~All staff must be aware of which children are at risk of anaphylaxis, and which of those may administer their own epinephrine as needed.~~

D. Sun Protection

1. The center must OBTAIN THE PARENT/GUARDIAN'S WRITTEN AUTHORIZATION AND INSTRUCTIONS FOR APPLYING SUNSCREEN OR USE OF ANOTHER FORM OF PARENT/GUARDIAN APPROVED SUN PROTECTION. ~~supervise that sunscreen is applied to children prior to outside play or outside activities unless parents provide written notice that they have applied the sunscreen themselves.~~ A doctor's HEALTH CARE PROVIDER'S permission is not needed to use sunscreen at the center.
2. When supplied for an individual child, the sunscreen must be labeled with the child's first and last name.
3. If sunscreen is provided by the center, parents must be notified in advance, in writing, of the type of sunscreen the center will use.
4. Children may apply sunscreen to themselves under the direct supervision of a staff member.
5. THE CENTER MUST APPLY SUNSCREEN, HAVE THE CHILD APPLY SUNSCREEN, HAVE THE PARENT OR GUARDIAN APPLY SUNSCREEN, OR USE ANOTHER FORM OF PARENT OR GUARDIAN APPROVED SUN PROTECTION FOR CHILDREN PRIOR TO CHILDREN GOING OUTSIDE. SUNSCREEN MUST BE REAPPLIED AS DIRECTED BY THE PRODUCT LABEL.

E. Control of Communicable Illness

1. When children show signs of ~~severe or~~ communicable illness, they must be separated from other children, the parent(s) or guardian(s) notified, and a doctor or medical facility consulted as needed regarding treatment.
2. Staff members with a communicable illness must not be permitted to work or have contact with children or other staff members if the illness could be readily transmitted during normal working activities.
3. ~~When children have been diagnosed with a communicable illness such as hepatitis, measles, mumps, meningitis, diphtheria, rubella, salmonella, tuberculosis, giardia or shigella, the center must immediately notify the local or state department of health, all staff members, and all parents and guardians of children in care. Children's confidentiality must be maintained.~~

7.712.53 Personal Hygiene

~~A. Hand Washing/Clothing~~

~~Children's hand washing must be supervised and must be taught when necessary.~~

BA. Diapering CHILDREN WITH SPECIFIC TOILETING NEEDS

The center must have one or more designated ~~diaper~~ change areas for all children in need of ~~diaper~~ changing. The ~~diaper~~ change area must:

1. ~~MEET A CHILD'S INDIVIDUAL AND DEVELOPMENTAL NEEDS AND B~~ **be a minimum of thirty six (36) by eighteen (18) inches in size and** large enough to accommodate the size of the child;
2. Have a place inaccessible to children for storing all ~~diaper~~ change supplies and disinfecting solutions and products; and
3. Have ~~a sufficient supply of diapers at all times.~~

7.712.54 Food and Nutrition

- ~~A. Drinking water must be freely available to children at all times.~~ The center must show evidence that **ALL MEALS AND SNACKS PROVIDED BY THE CENTER MUST MEET CURRENT USDA CHILD AND ADULT CARE FOOD PROGRAM MEAL PATTERN REQUIREMENTS AND BE OFFERED AT SUITABLE INTERVALS. CHILDREN WHO ARE AT THE CENTER FOR MORE THAN 4 HOURS, DAY OR EVENING, MUST BE OFFERED A MEAL.**
- ~~B. Nutritious snacks must be served at suitable intervals.~~ **CENTERS MUST NOT PROVIDE SUGAR SWEETENED BEVERAGES TO CHILDREN. THESE ARE LIQUIDS THAT HAVE BEEN SWEETENED WITH VARIOUS FORMS OF SUGARS THAT ADD CALORIES AND INCLUDE, BUT ARE NOT LIMITED TO: SODA, FRUITADES, FRUIT DRINKS, FLAVORED MILKS, AND SPORTS AND ENERGY DRINKS.**
- ~~C. Children who are at the center for more than four (4) hours, day or evening, or come directly to the center from a morning kindergarten class must receive a meal.~~ **IF 100% FRUIT JUICE, WHICH IS NOT A SUGAR SWEETENED BEVERAGE, IS OFFERED AS PART OF MEALS AND/OR SNACKS, IT MUST BE LIMITED TO NO MORE THAN TWICE PER WEEK.**
1. ~~If the center provides a meal, it must meet one third of the child's daily nutritional needs.~~
 2. ~~The center staff must check lunches brought from children's homes to determine if they meet one third of the child's daily nutritional needs.~~
 3. ~~If the child fails to bring a meal, or if the meal meets less than one-third of the child's daily nutritional needs, the center must supply an adequate meal.~~
- ~~D. All food prepared by the center must be from sources approved by the health authority. All food must be stored, prepared, and served in such a manner as to be clean, wholesome, free from spoilage, and safe for human consumption. Home canned foods cannot be served.~~ **IN CENTERS THAT DO NOT REGULARLY PROVIDE A MEAL, IF A CHILD BRINGS A MEAL FROM HOME THAT DOES NOT APPEAR TO MEET CURRENT USDA CHILD AND ADULT CARE FOOD PROGRAM MEAL PATTERN REQUIREMENTS, THE CENTER MUST HAVE FOODS AVAILABLE TO OFFER AS A SUPPLEMENT TO THAT MEAL.**

- E. MEAL MENUS MUST BE PLANNED AT LEAST ONE WEEK IN ADVANCE, DATED, AND AVAILABLE TO PARENTS. AFTER USE, MENUS MUST BE FILED AND RETAINED FOR THREE (3) MONTHS. RECORDS MUST BE AVAILABLE FOR PERIODIC REVIEW AND EVALUATION.
- F. THE SIZE OF SERVINGS MUST BE SUITABLE FOR THE CHILD'S AGE AND APPETITE, AND SUFFICIENT TIME MUST BE ALLOWED SO THAT MEALS ARE UNHURRIED.

7.712.55 DisciplineGUIDANCE

- A. ~~Discipline~~ GUIDANCE must be appropriate and constructive or educational in nature and may include such measures as diversion, separation of the child from situation, talking with the child about the situation, or praise for appropriate behavior
- B. Children must not be subjected to physical or emotional harm or humiliation
- C. The director must not use, or permit a staff ~~person~~ MEMBER or child to use, corporal or other harsh punishment, including but not limited to pinching, shaking, spanking punching, biting, kicking, rough handling, hair pulling, or any humiliating or frightening method of discipline.
- D. ~~Discipline~~ GUIDANCE must not be associated with food, rest, or toileting ~~No~~ CHILDREN should NEVER be punished for toileting accidents. ~~Food~~ CHILDREN must not be denied FOOD ~~to~~ or forced ~~upon a child~~ TO EAT as a disciplinary measure.
- E. Separation, when used as ~~discipline~~GUIDANCE, must ~~be brief~~ NOT EXCEED FIVE MINUTES and MUST BE appropriate for the child's age ~~and circumstances~~. The child must be in a safe, lighted, well-ventilated area and be within SIGHT AND hearing ~~and vision~~ of a ~~staff member~~ADULT. The child must not be isolated in a locked ~~OR CLOSED room, bathroom, closet, or pantry~~AREA.
- F. Verbal abuse and derogatory remarks about the child are not permitted.
- G. Authority ~~to discipline~~ FOR GUIDANCE must not be delegated to other children, and the center must not sanction one child punishing another child.
- H. PHYSICAL EXERCISE MUST NOT BE USED AS A FORM OF GUIDANCE.

7.712.56 Transportation

- A. Transportation Provided by the Center
 1. The center is responsible for any children it transports ~~and must abide by applicable State and Federal motor vehicle laws~~.
 2. The center must obtain written permission from parents/ ~~of~~ guardians for any transportation of their child during child care hours.
 3. The number of staff members who accompany children when being transported in the vehicle must meet the child care staff ratio found at Section 7.712.43. The driver of the center vehicle is considered a staff member.
 4. Children must not be permitted to ride in the front seat of a vehicle unless they are secured in a seat belt that ~~conforms to all applicable Federal Motor Vehicle Safety Standards~~ IS SAFE AND FREE FROM HAZARD. Children must remain seated while the vehicle is in motion.

5. Children must be loaded and unloaded out of the path of moving vehicles.
6. Children must not be permitted to stand or sit on the floor of a moving vehicle, and their arms, legs, and heads must remain inside the vehicle at all times.
7. Transportation arrangements for school-age children must be by agreement between the center and the children's parents/**GUARDIANS**, i.e., whether the children can walk, ride a bicycle or travel in a car. The center must monitor the children to ~~be sure~~ **ENSURE** they arrive at the center when expected and follow up on their whereabouts if they are late. Written permission from parents or guardians for their children to attend community functions after school hours must include agreements regarding transportation.
8. Prior to a field trip or other excursion, the center must obtain information on liability insurance from parents/**GUARDIANS** and staff who transport children in their own cars and verify that all drivers have valid driver's licenses.

B. Requirements for Vehicles

1. Any vehicle used for transporting children to and from the center or during program activities must meet the following requirements:
 - a. The vehicle must be enclosed and have door locks;
 - b. The seats of the vehicle must be constructed and installed according to the vehicle manufacturer's specifications; **AND**
 - c. The vehicle must be kept in satisfactory condition to assure the safety of occupants. Vehicle tires, brakes, and lights must **meet safety standards set by the Colorado Department of Revenue, Motor Vehicle Division; BE OPERATIONAL, SAFE AND FREE OF HAZARD;** and
 - d. ~~Seating must be comfortable, with a seat of at least ten (10) inches wide for each child.~~ **MODIFICATIONS TO VEHICLES INCLUDING, BUT NOT LIMITED TO, THE ADDITION OF SEATS AND SEAT BELTS MUST BE COMPLETED BY THE MANUFACTURER OR AN AUTHORIZED REPRESENTATIVE OF THE MANUFACTURER. DOCUMENTATION OF SUCH MODIFICATIONS MUST BE AVAILABLE FOR REVIEW.**
2. In passenger vehicles, ~~which include automobiles, station wagons and vans~~ with a manufacturer's established capacity of sixteen (16) or fewer passengers and less than 10,000 pounds, the following is required:
 - a. Each child must be restrained in an individual seat belt **OR CHILD RESTRAINT SYSTEM;**
 - b. ~~Two or more children must never be restrained in one seat belt~~ **THE PROVIDER MUST NOT TRANSPORT MORE CHILDREN THAN ANY VEHICLE IS ABLE TO SAFELY ACCOMMODATE WHEN CHILD RESTRAINT SYSTEMS AND SEAT BELTS ARE PROPERLY INSTALLED AND USED IN THE VEHICLE;**
 - c. Lap belts must be secured low and tight across the upper thighs and under the belly; and
 - d. Children must be instructed and required to keep the seat belt properly fastened and adjusted.

3. In vehicles with a manufacturer's established capacity of sixteen (16) or more passengers, seat belts for passengers are not required, but ~~shall~~ **MUST** be used if provided.

C. Requirements for Drivers of Vehicles

1. All drivers of vehicles transporting children must **comply with applicable laws of the Colorado Department of Revenue, Motor Vehicle Division, and ordinances of the municipality in which the child care program is operated** operate the vehicle in a safe and appropriate manner.
2. All drivers of vehicles owned or leased by the center in which children are transported must have a current Department-approved First Aid and safety certificate that includes CPR for all ages of children
3. In each vehicle used to transport children, drivers must have access to a First Aid kit.
4. The driver must ensure that all doors are secured at all times when the vehicle is moving.
5. The driver must make a good faith effort to ensure that each child is properly belted throughout the trip.
6. **THE DRIVER MUST NOT EAT OR USE A CELLULAR OR OTHER MOBILE DEVICE WHILE DRIVING.**
7. **THE REQUIRED STAFF TO CHILD RATIO MUST BE MAINTAINED AT ALL TIMES.**
8. **ALL DRIVERS MUST BE AT LEAST 20 YEARS OF AGE.**
9. **DRIVERS MUST COMPLETE A MINIMUM OF FOUR HOURS OF DRIVER TRAINING PRIOR TO TRANSPORTING CHILDREN. THE DRIVER TRAINING CURRICULUM MAY BE DEVELOPED AND ADMINISTERED BY THE CENTER AND MUST INCLUDE AT A MINIMUM: BEHIND THE WHEEL TRAINING; PARTICIPANT TRANSPORT ATTENDANCE PROCEDURES INCLUDING TAKING ATTENDANCE AT THE DESTINATION; MANAGING BEHAVIORAL ISSUES; LOADING AND UNLOADING PROCEDURES; DAILY VEHICLE INSPECTION PROCEDURE; PROPER TIRE INFLATION; EMERGENCY EQUIPMENT AND HOW TO USE IT; ACCIDENT PROCEDURES; PASSENGER ILLNESS PROCEDURES; PROCEDURES FOR BACKING UP; AND VEHICLE EVACUATION.**

7.712.6 PROGRAM ACTIVITIES

7.712.61 Activity Schedules

- A. The center must provide parents/~~or~~ guardians with a list of activities it offers.
- B. Parents or guardians must be given the opportunity to indicate to the staff of the center if they do not want their child to participate in an activity.
- C. Parents/~~or~~ guardians must be notified in advance of all activities that will occur away from the center.
- D. Television viewing, including videos, should not be permitted without the approval of a child's parents/**GUARDIANS**, who must be advised of the center's policy regarding television and video viewing.

- E. A mobile day camp program must establish a daily itinerary and make available a copy to each child's parent or guardian. A copy must also be or file at the program's headquarters. The itinerary should be followed as closely as possible. In case of an emergency or change in the itinerary, the headquarters of the mobile day camp must be notified immediately. Parents/**GUARDIANS** must be instructed to contact the main headquarters to determine the exact location of their child.

7.712.62 PHYSICAL ACTIVITY

- A. DAILY PHYSICAL GROSS MOTOR ACTIVITIES, WITH OR WITHOUT EQUIPMENT OR MATERIALS, MUST BE PROVIDED OUTDOORS, OR INDOORS DURING INCLEMENT WEATHER, FOR NO LESS THAN 60 MINUTES TOTAL FOR PROGRAMS OPERATING OVER FIVE HOURS PER DAY. ACTIVITIES DO NOT HAVE TO OCCUR ALL AT ONE TIME.
- B. DAILY PHYSICAL GROSS MOTOR ACTIVITIES, WITH OR WITHOUT EQUIPMENT OR MATERIALS, MUST BE PROVIDED OUTDOORS OR INDOORS DURING INCLEMENT WEATHER, FOR NO LESS THAN 30 MINUTES TOTAL FOR PROGRAMS OPERATING FROM THREE TO FIVE HOURS PER DAY. ACTIVITIES DO NOT HAVE TO OCCUR ALL AT ONE TIME.
- C. DAILY PHYSICAL GROSS MOTOR ACTIVITIES, WITH OR WITHOUT EQUIPMENT OR MATERIALS, MUST BE PROVIDED OUTDOORS OR INDOORS DURING INCLEMENT WEATHER, FOR NO LESS THAN 15 MINUTES TOTAL FOR PROGRAMS OPERATING LESS THAN 3 HOURS PER DAY. ACTIVITIES DO NOT HAVE TO OCCUR ALL AT ONE TIME.

7.712.63 SCREEN TIME AND MEDIA USE

- A. ALL MEDIA THAT CHILDREN ARE EXPOSED TO MUST NOT CONTAIN EXPLICIT LANGUAGE OR TOPICS.
- B. ALL TELEVISION, RECORDED MEDIA, COMPUTER, TABLET, CELL PHONES, VIDEO GAMES AND OTHER MEDIA DEVICES ARE PROHIBITED DURING SNACK OR MEAL TIMES **EXCEPT DURING A PLANNED SPECIAL OCCASION.**
- C. THE CENTER MUST DEVELOP A MEDIA AND INTERNET USAGE PLAN OUTLINING SCREEN TIME AND MEDIA USE RELATED TO THEIR CURRICULUM. THE MEDIA PLAN MUST HAVE INFORMATION ON ONGOING COMMUNICATION WITH CHILDREN ABOUT SAFE ONLINE PRACTICES. THE CENTER MUST OBTAIN A SIGNED DOCUMENT STATING THAT THE PARENTS/GUARDIANS HAVE RECEIVED THIS PLAN, AND AGREE TO THE ACTIVITIES DESCRIBED IN THE PLAN.
- D. **THERE IS NO TIME RESTRICTION FOR CHILDREN USING PERSONAL ADAPTIVE EQUIPMENT OR ASSISTIVE TECHNOLOGY.**

7.712.624 Equipment and Materials

- A. In a building based school-age child care center, a rest time and rest equipment must be provided for school-age children who require a rest time.
- B. Children at the center must have access to age-appropriate materials and equipment from at least the following categories:
 - 1. Activity supplies;
 - 2. Manipulatives and games;

3. Recreation equipment;
 4. Library items; and
 5. Science equipment and materials.
- C. Children must wear helmets when riding scooters, bicycling, skateboarding, or rollerblading.

7.712.635 Field Trips

- A. ~~The program may include field trips, where children and staff leave the center to visit some site in the community.~~ On a field trip or during a mobile school-age child care program:
1. ~~THE CENTER MUST NOTIFY THE CHILDREN'S PARENTS /GUARDIANS IN ADVANCE OF ANY FIELD TRIP.~~ THE Staff-child ratios FOUND AT SECTION 7.712.43.C, D, I must be maintained at all times;
 2. ALL GROUPS OF ~~C~~Children must be ~~actively~~ DIRECTLY supervised BY A QUALIFIED PROGRAM DIRECTOR OR PROGRAM LEADER at all times;
 3. An accurate itinerary OF EACH FIELD TRIP must remain at the ~~headquarters/office of the center; and~~
 4. The staff must have ~~with them on a field trip~~ the following information about each child: PARENTS/GUARDIANS CONTACT INFORMATION, HEALTH CARE PROVIDER'S name, address, and phone number, ~~of the child's physician or other appropriate health care professional~~ and the written authorization from parent(s)/ ~~or~~ guardian(s) for emergency medical care.;
 5. IF CHILDREN ATTENDING THE FIELD TRIP REQUIRE MEDICATIONS BE ADMINISTERED DURING THE FIELD TRIP OR HAVE SPECIAL HEALTH NEEDS, A STAFF MEMBER WITH CURRENT MEDICATION ADMINISTRATION TRAINING AND DELEGATION MUST ATTEND ON THE FIELD TRIP;
 6. A LIST OF ALL CHILDREN AND STAFF ON A FIELD TRIP MUST BE KEPT AT THE CENTER; AND
 7. A COPY OF THE EMERGENCY DISASTER PLAN MUST ACCOMPANY STAFF OFFSITE.

~~B. ——— A list of all children and staff on a field trip must be kept at the headquarters of the center.~~

7.712.64 - 7.712.66 None

7.712.7 BUILDING AND FACILITIES

7.712.71 Facility Requirements

- A. The mobile day camp program and the outdoor-based day camp program may use as a gathering place a public park or playground if the program primarily includes field trips away from the gathering place. Such programs must have a contingency plan for facilities to use during increment weather. The plan must be available to parents/~~GUARDIANS~~ on a daily basis.
- B. If a room(S) ~~or rooms~~ inside a building are used for indoor care, ~~the following ratio must be maintained: open indoor play space of~~ at least thirty (30) square feet of floor space per child IS

~~REQUIRED., including space for readily movable furniture and equipment~~ Indoor space is exclusive of kitchen, toilet rooms, office, staff rooms, hallways and stairways, closets, laundry rooms, furnace rooms, ~~and space occupied by permanent built-in cabinets and permanent storage shelves.~~

- C. When a building is being used during the summer months by a center specifically as a gathering place at the beginning and end of the day, the thirty (30) square feet requirement need not apply. The total amount of time during which the number of children present may exceed the **THIRTY (30)** square feet requirement must not exceed **THREE (3)** hours. This time must be divided evenly between the morning and the evening.
- D. The building based school-age child care center must provide access to an outdoor play area. The outdoor play area may be a city park or public school ground. The play area must meet the following requirements:
1. The center must provide a total outside play area of at least seventy-five (75) square feet per child for a minimum of one-third of the licensed capacity of the center or a minimum of 1500 square feet, whichever is greater;
 2. Access to a shaded area, sheltered area, or inside building area must be provided at all times to guard children against the hazards of excessive sun and heat; and
 3. The outdoor play area must be maintained in a safe condition by removing debris, dilapidated structures, and worn and broken play equipment. The center must identify hazardous, high-risk areas. These areas must be monitored to reduce the possibility of injury and accidents.
 4. **OUTDOOR PLAY AREAS PROVIDED BY THE CENTER MUST NOT HAVE EQUIPMENT THAT EXCEEDS SIX (6) FEET IN HEIGHT FOR ANY SURFACE AREA INTENDED FOR CHILDREN'S PLAY UNLESS EQUIPPED WITH A PROTECTIVE BARRIER TO PREVENT CHILDREN FROM FALLING.**
 5. **ALL OUTDOOR CLIMBING EQUIPMENT OVER EIGHTEEN (18) INCHES PROVIDED BY THE CENTER MUST HAVE LEAST SIX (6) INCHES RESILIENT SURFACE THROUGHOUT THE USE ZONE.**
- ~~E. A safe, comfortable place for relaxing and for sick children must be available at all times for children in care.~~

7.712.72 Toilet Facilities

- A. ~~Boys and girls~~ **CHILDREN OF DIFFERENT GENDERS** must **BE ALLOWED THE USE OF GENDER-SEGREGATED TOILET FACILITIES THAT ARE CONSISTENT WITH THEIR GENDER IDENTITY** ~~have separate OR INDIVIDUAL, clearly identified toilet facilities,~~ with toilets separated by partitions to provide privacy.
- B. There must be a minimum of one (1) toilet per thirty (30) or fewer children for which the center is licensed. Hand-washing facilities must be available at the ratio of one (1) sink per thirty (30) or fewer children. **AFTER APRIL 1, 2018 ALL NEW CONSTRUCTION MUST HAVE A MINIMUM OF ONE (1) TOILET AND ONE (1) HAND WASHING SINK PER EVERY FIFTEEN (15) OR FEWER CHILDREN FOR WHICH THE CENTER IS LICENSED.**

~~7.712.73 Food Preparation Area~~

~~Areas used for food preparation, dish and utensil washing, and storage must be in compliance with the requirements of the Colorado Department of Public Health and Environment or its local unit.~~

7.712.7473 Fire and Other Safety Requirements

A. General Requirements

1. Buildings must be kept in good repair and maintained in a safe condition.
2. Major cleaning is prohibited in rooms occupied by children.
3. Volatile substances, such as gasoline, kerosene, fuel oil, and oil-based paints, firearms, explosives, and other hazardous items, must be stored away from the area used for child care and be inaccessible to children.
4. Combustibles, such as cleaning rags, mops, and cleaning compounds, must be stored in well-ventilated areas separated from flammable materials and stored in areas inaccessible to children.
5. Closets, atticS, basementS, cellarS, furnace roomS, and exit routes must be kept free from accumulation of extraneous materials.
6. All heating units, gas or electric, must be installed and maintained with safety devices to prevent fire, explosions, and other hazards. No open-flame gas or oil stoves, unscreened fireplaces, hot plates, or unvented heaters can be used for heating purposes. All heating elements, including hot water pipes, must be insulated or installed in such a way that children cannot come in contact with them. Nothing flammable or combustible can be stored within three (3) feet of a hot water heater or furnace.
7. Indoor and outdoor equipment, materials, and furnishings must be sturdy, safe and free of hazards.
8. Equipment, materials, and furnishings, including durable furniture such as tables and chairs, must be stored in a manner that is safe for children.
9. Extension cords cannot be used in place of permanent wiring.
10. Corridors, halls, stairs, and porches must be adequately lighted. Operable battery-powered lights must be provided in locations readily accessible to staff in the event of electric power failure.

B. Fire Safety

1. Every building and structure must be constructed, arranged, equipped, maintained, and operated so as to avoid undue danger to the lives and safety of its occupants from fire, smoke, fumes, or resulting panic during the period of time reasonably necessary for escape from the building or structure in case of fire or other emergency.
2. Every building and structure ~~must have at least two (2) exits that permit the prompt escape of occupants in case of fire, or other emergency.~~ **MUST HAVE AT LEAST TWO (2) APPROVED, ALTERNATE MEANS OF EGRESS FROM EACH FLOOR OF THE BUILDING OR TO A COMMON HALLWAY LEADING TO THE EXTERIOR. THEY MUST BE AT DIFFERENT LOCATIONS.**

3. Every exit must be clearly visible, or the route to reach it must be conspicuously indicated. Each path of escape must be clearly marked.
4. In every building or structure, exits must be arranged and maintained so as to provide free and unobstructed egress from all parts of the building or structure at all times when it is occupied. ~~No Locks~~ or fastening **DEVICES** to prevent free escape from the inside of any building ~~can~~ **MUST NOT** be installed. Only panic hardware or single-action hardware is permitted on a door or on a pair of doors. All door hardware must be within the reach of children.
5. If the building in which the center operates has a security lock on outside exit doors, the center must obtain written permission from the local fire department; and there must be a written sign attached to the door instructing staff that the security lock is not to be utilized when children are present and the center is in operation.
6. Every building and structure must have an automatic or Department-approved manually operated fire alarm system to warn occupants of the existence of fire or to facilitate the orderly conduct of fire exit drills.

7.712.8 RECORDS AND REPORTS

7.712.81 Children's Records

- A. The center must maintain and update annually a record on each child that includes:
 1. The child's full name, age, current address, and date of enrollment;
 2. Names, ~~and~~ home and employment addresses and telephone numbers, which may include cell phone numbers, ~~paggers, fax~~ and e-mail of parents ~~or~~ /guardians if available;
 3. Any special instructions as to how the parents ~~or~~ /guardians can be reached during the hours the child is at the center;
 4. Names and telephone numbers of persons other than parents ~~or~~ /guardians who are authorized to take the child from the center;
 5. Names, addresses, and telephone numbers of persons who can assume responsibility for the child in the event of an emergency if parents ~~or~~ /guardians cannot be reached immediately;
 6. Name, address, and telephone number of the child's physician, dentist, and hospital of choice;
 7. ~~Health information including medical history,~~ **A COMPLETE HEALTH HISTORY INCLUDING COMMUNICABLE DISEASES, chronic medical problems, ILLNESSES OR INJURIES, and immunization history, KNOWN DRUG REACTIONS OR ALLERGIES, MEDICATION RECORDS, SPECIAL DIET NEEDS, AND HEALTH CARE PLANS AS REQUIRED IN 7.712.52.A.1;**
 8. A dated written authorization for emergency medical care signed and submitted annually by the parent or guardian. The authorization must be notarized if required by the local health care facility;

9. Written authorization from a parent or guardian for the child to participate in field trips and to participate in program activities, listing ~~any possible exclusion~~ **ALL EXCLUSIONS FROM AUTHORIZATION**;
10. Written authorization from a parent/~~or~~ guardian for the center to transport the child to and from school, whether by walking or driving; and
11. Reports of serious injuries and accidents occurring during care that result in medical attention, admission to the hospital, or death of a child.

7.712.82 Staff Records

- A. The center office must maintain a record for each staff member, paid or volunteer, which includes the following:
 1. Name, address, and birth date of the individual;
 2. The date that the staff member was employed by the center;
 3. Name, address, and ~~daytime tele~~phone number, ~~which may include cell phone numbers, pager numbers, fax numbers and e-mail~~ of the person(s) to be notified in the event of an emergency;
 4. Verification of the staff member's ~~training, education, and experience~~ **CERTIFICATIONS, QUALIFICATIONS AND TRAINING REQUIREMENTS**;
 5. ~~Copies of any first aid and CPR certification or other certification confirming the qualifications for the responsibilities assumed at the center, which may include copies of driver's licenses, college transcripts, and diplomas;~~
 65. Copies of written references or notes of phone references, as required by Section 7.712.41.D.1;
 7. Verification that a criminal record check with the Colorado Bureau of Investigation **AND FEDERAL BUREAU OF INVESTIGATION** is in process, or a copy of the results of the staff member's criminal record check; and
 8. Verification that a review of the State Department's automated system for reporting child abuse and neglect has occurred or is in process.
- B. Each staff member's personnel file must contain all required information within thirty (30) working days of the first day of employment.

7.712.83 Administrative Records and Reports

- A. The following records must be on file at the center:
 1. Records of enrollment, daily attendance for each child, and daily record of time child arrives at and departs from the center;
 2. Current health department **child care** inspection report issued **for the assigned license number** within the past ~~twenty four (24) months~~ **TWO (2) YEARS**;
 3. Current fire department inspection report issued within the past ~~twenty four (24) months~~ **TWO (2) YEARS**;

4. A list of current staff members, substitutes, and staffing patterns.
- B. Each center must ~~immediately~~ **SUBMIT A** report in writing to the Department **USING THE ONLINE INJURY REPORTING SYSTEM OF** any accident or illness occurring at the center that resulted in medical treatment by a physician or other health care professional, hospitalization, or death. This report must be made within twenty-four (24) hours after the accident or illness occurred.
- C. A report about a fatality must include:
1. The child's name, birth date, address, and telephone number;
 2. The names of the child's parents or guardians and their address and telephone number if different from those of the child;
 3. Date of the fatality;
 4. Brief description of the incident or illness leading to the fatality;
 5. Names and addresses of witnesses or persons who were with the child at the time of death; and
 6. Name and address of police department or authority to whom the report was made.
- D. The center must ~~report to the Colorado Department of Public Health and Environment or its local unit any communicable illness, including but not limited to measles, mumps, diphtheria, rubella, tuberculosis, shigella, hepatitis, meningitis, salmonella, and giardia, contracted by a staff member or a child in care at the center~~ maintain records of reports of communicable illness made to the Colorado Department of Public Health and Environment or local public health agency.
- ~~E. A medical log must be maintained at the center in which is recorded the name of the child and date of instances of at least the following:~~
- ~~1. Administration of first aid;~~
 - ~~2. Illness of the child while attending the center;~~
 - ~~3. Accident requiring the child to receive medical attention; and~~
 - ~~4. The administration of any medication to a child.~~
- FE. The center must submit to the ~~d~~Department **AS SOON AS POSSIBLE BUT NOT LONGER THAN** within twenty-four (24) hours a written report about any child who has been ~~lost from the center~~ **SEPARATED FROM THE GROUP OUTSIDE OF THE SUPERVISION OF THEIR ASSIGNED STAFF MEMBER** and for whom the local authorities have been contacted. Such report must indicate:
1. The name, birth date, address, and telephone number of the child;
 2. The names of the parents/ ~~or~~ guardians and their address and telephone number if different from those of the child;
 3. The date when the child was lost;
 4. The location, time, and circumstances when the child was last seen;

5. Actions taken to locate the child; and
6. The name of the staff person supervising the child.

~~G. Each center must have a written plan for action in case of natural disaster, including, but not limited to, floods, tornadoes, and severe weather; a lost or missing child; and injuries and illnesses. This plan must be on file at the center. The staff must have received training regarding the implementation of the plan prior to assuming supervisory responsibility for children. Written verification of the training must be in the staff member's personnel file.~~

~~1. The plan of action must include at least:~~

- ~~a. Prompt notification of parents or guardians;~~
- ~~b. Notification of the headquarters of the center;~~
- ~~c. When local authorities are notified;~~
- ~~d. Emergency transportation; and~~
- ~~e. Specific procedures for responding to the crisis.~~

~~2. In the case of a mobile school-age child care program or a field trip, the plan must accompany staff members.~~

7.712.84 Confidentiality and Retention

- A. The center must maintain complete records of **PERSONNEL AND** children ~~and personnel~~ as required at Sections 7.712.81, 7.712.82, and 7.712.83.
- B. The confidentiality of all personnel and children's records must be maintained (see Section 7.701.7, General Rules for Child Care Facilities).
- C. Personnel and children's records must be available, upon request, to authorized personnel of the ~~d~~Department.
- D. If records for organizations having more than one center are kept in a central file, duplicate identifying and emergency information for **PERSONNEL AND** children must also be kept on file at the center attended by the child.
- E. The records of ~~PERSONNEL AND~~ children ~~and personnel~~ must be maintained by the school-age child care center for at least **THREE (3)** years.