

CRITICAL RULES CHECKLIST

NAME OF PROGRAM: _____

DATE OF VISIT: _____

LICENSE #: _____

PLACE A CHECK MARK NEXT TO ANY AREA OF NON-COMPLIANCE

LICENSE AND PERMIT REQUIREMENTS	
<input type="checkbox"/>	4002.05 (a) THE LICENSEE OR PERMIT HOLDER SHALL ABIDE BY THE PROVISIONS SPECIFIED ON THE LICENSE OR PERMIT.
<input type="checkbox"/>	4002.05 (c) ANY LICENSEE, PERMITTEE, CHILD CARE PERSONNEL OR OTHER PERSON INVOLVED WITH A PROGRAM WHO SUSPECTS THAT A CHILD IS BEING ABUSED OR NEGLECTED SHALL REPORT THE SUSPECTED ABUSE OR NEGLECT TO THE DIVISION FOR CHILDREN YOUTH & FAMILIES AT 1-800-894-5533.
<input type="checkbox"/>	4002.05 (d) WHEN ANY CHILD, WHILE UNDER THE CARE OF A PROGRAM, IS THE VICTIM OF CORPORAL PUNISHMENT OR OTHER HARSH PUNISHMENT OR TREATMENT, HAS BEEN PHYSICALLY OR MENTALLY INJURED BECAUSE HE OR SHE WAS NOT SUPERVISED, OR WHEN THE HEALTH, SAFETY OR WELL BEING OF ANY CHILD HAS BEEN OTHERWISE SERIOUSLY JEOPARDIZED DUE TO A PROGRAM'S NON COMPLIANCE WITH ANY OF THE PROVISIONS OF HE-C 4002 OR RSA 170-E, THE CENTER DIRECTOR, FAMILY CHILD CARE PROVIDER OR HIS/HER DESIGNEE SHALL FULLY INFORM THE CHILD'S PARENT(S) OF THE DETAILS OF THE PUNISHMENT, OR OF THE INCIDENT WHICH INJURED THEIR CHILD OR JEOPARDIZED THE CHILD'S HEALTH, SAFETY OR WELL BEING, INCLUDING DETAILS ABOUT:
<input type="checkbox"/>	4002.05 (d)(1) (1) WHO WAS INVOLVED IN AND WHO WITNESSED THE INCIDENT;
<input type="checkbox"/>	4002.05 (d)(2) (2) WHAT OCCURRED PRIOR TO AND FOLLOWING THE INCIDENT;
<input type="checkbox"/>	4002.05 (d)(3) (3) WHEN AND WHERE THE INCIDENT OCCURRED; AND
<input type="checkbox"/>	4002.05 (d)(4) (4) ANY ACTION THAT HAS BEEN OR WILL BE TAKEN BY THE PROGRAM AS A RESULT OF THE INCIDENT.
<input type="checkbox"/>	4002.05 (f) THE APPLICANT, LICENSEE, PERMITTEE OR ANY CHILD CARE PERSONNEL SHALL SUBMIT ANY REPORTS OR MAKE AVAILABLE TO THE DEPARTMENT ANY RECORDS REQUIRED BY THE DEPARTMENT FOR INVESTIGATION, MONITORING OR LICENSING PURPOSES.
<input type="checkbox"/>	4002.05 (g) THE APPLICANT, LICENSEE, PERMITTEE OR ANY CHILD CARE PERSONNEL SHALL NOT:
<input type="checkbox"/>	4002.05 (g) (1) (1) MAKE FALSE OR MISLEADING STATEMENTS OR REPORTS TO THE DEPARTMENT; OR
<input type="checkbox"/>	4002.05 (g)(2) (2) FALSIFY ANY DOCUMENTS OR OTHER WRITTEN INFORMATION OR REPORTS ISSUED BY OR REQUIRED BY THE DEPARTMENT UNDER HE-C 4002.
<input type="checkbox"/>	4002.05 (j) A LICENSEE OR PERMITTEE WHO WISHES TO INCREASE HIS OR HER LICENSE CAPACITY SHALL:
<input type="checkbox"/>	4002.05 (j)(1) (1) SUBMIT A WRITTEN REQUEST TO THE DEPARTMENT;
<input type="checkbox"/>	4002.05 (j)(2) (2) OBTAIN APPROVALS FROM THE LOCAL FIRE INSPECTOR, HEALTH INSPECTOR AND ZONING OFFICIALS, WHEN THE INCREASE EXCEEDS THE LIMITES ESTABLISHED IN THE CURRENT APPROVALS; AND
<input type="checkbox"/>	4002.05 (j)(3) (3) NOT INCREASE ENROLLMENT BEYHOND THE CURRENT LICENSE CAPACITY UNTIL THEY AR APPROVED AND ISSUED A REVISED LICENSE OR PERMIT OR OTHER WRITTEN AUTHORIZATION BY THE DEPARTMENT FOR THE INCREASED LICENSE CAPACITY.

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<input type="checkbox"/>	4002.05 (k)	THE LICENSEE, PERMITTEE OR HIS/HER DEISIGNEE SHALL SUBMIT ANEW HOUSHOLD AND PERSONNEL LIST COMPLETED IN ACCORDANCE WITH He-C 4002.03(i) WITHIN 30 DAYS OF THE DATE: (1) OF EMPLOYMENT OF ANY NEW CHILD CARE PERSONNEL AGES 16 AND OLDER;
<input type="checkbox"/>	4002.05 (k)(1)	(1) OF EMPLOYMENT OF ANY NEW CHILD CARE PERSONNEL AGES 16 AND OLDER;
<input type="checkbox"/>	4002.05 (k)(2)	(2) ANY CHILD CARE PERSONNEL REACHES 16 YEARS OF AGE;
<input type="checkbox"/>	4002.05 (k)(3)	(3) ANY HOUSEHOLD MEMBER REACHES THE AGE OF 10 YEARS; OR
<input type="checkbox"/>	4002.05 (k)(4)	(4) ANY PERSON AGE 10 AND OLDER BECOMES A HOUSEHOLD MEMBER.
<input type="checkbox"/>	4002.05 (l)	ALONG WITH THE HOUSEHOLD AND PERSONNEL LIST, THE LICENSEE OR PERMITTEE SHALL SUBMIT A CRIMINAL RECORD RELEASE AUTHORIZATION FORM, COMPLETED IN ACCORDANCE WITH He-C 4002.03(k), FOR EACH INDIVIDUAL WHO IS AGE 17 YEARS OR OLDER AND IS LISTED ON THE HOUSEHOLD AND PERSONNEL LIST
<input type="checkbox"/>	4002.05(t)	APPLICANTS, LICENSEES, PERMITTEES AND CHILD CARE PERSONNEL SHALL COOPERATE WITH THE DEPARTMENT DURING ALL DEPARTMENTAL VISITS AUTHORIZED UNDER RSA 170-E AND He-C 4002.
<input type="checkbox"/>	4002.05(u)	FOR THE PURPOSES OF (t) ABOVE COOPERATION SHALL INCLUDE, BUT NOT BE LIMITED TO, ALLOWING REPRESENTATIVES OF THE DEPARTMENT TO:
<input type="checkbox"/>	4002.05(u)(1)	(1) ENTER AND COMPLETE AN INPSECTION OF THE PREMISES;
<input type="checkbox"/>	4002.05(u)(2)	(2) DOCUMENT EVIDENCE OR FINDINGS THROUGH WRITTEN RECORES, AUDIO RECORDING OF CONVERSATIONS OR STATEMENTS, AND BY PHOTOGRAPHING INSIDE OR OUTSIDE CHILD CARE SPACE, OTHER AREAS OF THE PREMISES, TOYS EQUIPMENT AND LEARNING MATERIALS;
<input type="checkbox"/>	4002.05(u)(3)	(3) INTERVIEW CHILD CARE PERSONNEL OR CHILDREN ENROLLED IN THE PROGRAM WITHOUT AN ATTEMPT BY THE APPLICANT, LICENSEE, PERMITTEE OR ANY CHILD CARE PERSONNEL, TO INFLUENCE THE RESPONSE OF THE SUBJECT OF THE INTERVIEWS BY COACHING THEM, SIGNALING THEM, TELLING THEM WHAT TO SAY, OR THREATENING THEM WITH RETALIATION FOR PROVIDING INFORMATION TO THE DEPARTMENT; AND
<input type="checkbox"/>	4002.05(u)(4)	(4) REVIEW AND OR REPRODUCE ANY FORMS OR REPORTS WICH THE APPLIANT, LICENSEE OER PERMITTEE ARE REQUIRED TO MAINTAIN OR MAKE AVIALABLE TO THE DEPARTMENT UNDER He-C 4002.
RENEWAL OF LICENSE		
<input type="checkbox"/>	4002.06(a)	NO LESS THAN 3 MONTHS PRIOR TO THE EXPIRATION DATE OF THE CURRENT LICENSE, EACH LICENSEE SHALL SUBMIT TO THE DEPARTMENT:
<input type="checkbox"/>	4002.06(a)(1)	(1) AN APPLICATION FORM FOR LICENSE RENEWAL, COMPLETED IN ACCORDANCE WITH HE-C 4002.02(B);
<input type="checkbox"/>	4002.06(a)(2)	(2) THE APPLICATION ATTACHMENTS SPECIFIED IN He-C 4002.03 (c) THROUGH (k); AND
<input type="checkbox"/>	4002.06(a)(3)	(3) A PHYSICAL EXAMINATION RECORD AS SPECIFIED IN HE-C 4002.03(a) AND (b), EXCEPT THAT, FOR CENTER DIRECTORS OR FAMILY/FAMILY GROUP CHILD CARE PROVIDERS WHO HAVE BEEN EMPLOYED IN THE PROGRAM DURING THE PAST YEAR, IT SHALL BE ACCEPTABLE TO SUBMIT A COPY OF THE PHYSICAL EXAMINATION RECORD PREVIOUSLY SUBMITTED TO THE DEPARTMENT, PROVIDED THAT THE PHYSICAL EXAMINATION WAS PERFORMED NOT MORE THAN 2 YEARS PRIOR TO THE DATE THAT THE RENEWAL APPLICATION IS RECEIVED BY THE DEPARTMENT.

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CRITICAL RULES, STATEMENTS OF FINDINGS AND CORRECTIVE ACTION PLANS	
<input type="checkbox"/> 4002.07(g)	PROGRAMS SHALL COMPLETE CORRECTIVE ACTION PLANS AND RETURN THEM TO THE DEPARTMENT IN ACCORDANCE WITH THE FOLLOWING:
<input type="checkbox"/> 4002.07(g)(2)	(2) PROGRAMS SHALL RETURN THE CORRECTIVE ACTION PLAN TO THE DEPARTMENT WITHIN 3 WEEKS OF THE DATE THE STATEMENT OF FINDINGS IS SENT OUT BY THE DEPARTMENT.
CONFIDENTIALITY	
<input type="checkbox"/> 4002.09(f)	APPLICANTS, LICENSEES, PERMITTEES AND ALL CHILD CARE PERSONNEL SHALL KEEP CONFIDENTIAL ALL RECORDS REQUIRED BY THE DEPARTMENT PERTAINING TO THE ADMISSION, PROGRESS, HEALTH AND DISCHARGE OF CHILDREN UNDER THEIR CARE AND ALL FACTS LEARNED ABOUT CHILDREN AND THEIR FAMILIES WITH THE FOLLOWING EXCEPTIONS:
<input type="checkbox"/> 4002.09(f)(1)	(1) CHILD CARE PERSONNEL SHALL ALLOW THE DEPARTMENT ACCESS TO ALL RECORDS THAT PROGRAMS ARE REQUIRED BY DEPARTMENT RULE OR STATUTE TO KEEP, AND TO SUCH RECORDS AS NECESSARY FOR THE DEPARTMENT TO DETERMINE STAFFING PATTERNS AND STAFF ATTENDANCE;
HEALTH AND SAFETY IN THE CHILD CARE ENVIRONMENT	
<input type="checkbox"/> 4002.16(a)	PROGRAMS SHALL MAINTAIN THE CHILD CARE ENVIRONMENT FREE OF CONDITIONS HAZARDOUS TO CHILDREN, INCLUDING, BUT NOT LIMITED TO THE FOLLOWING:
<input type="checkbox"/> 4002.16(a)(1)	(1) ELECTRICAL HAZARDS, INCLUDING BUT NOT LIMITED TO:
<input type="checkbox"/> 4002.16(a)(1)b.	b. OVERLOADED EXTENSION CORDS;
<input type="checkbox"/> 4002.16(a)(1)c.	c. FRAYED EXTENSION CORDS;
<input type="checkbox"/> 4002.16(a)(2)	(2) CORDS OR STRINGS LONG ENOUGH TO ENCIRCLE A CHILD'S NECK WHICH ARE ACCESSIBLE TO CHILDREN, INCLUDING BUT NOT LIMITED TO TELEPHONE CORDS AND WINDOW BLIND CORDS;
<input type="checkbox"/> 4002.16(a)(5)	(5) GUNS, OR LIVE OR SPENT AMMUNITION, WHICH ARE NOT IN LOCKED STORAGE, OR OTHERWISE INACCESSIBLE TO CHILDREN;
<input type="checkbox"/> 4002.16(a)(6)	(6) KNIVES AND SHARP OBJECTS OR OBJECTS WITH SHARP EDGES ACCESSIBLE TO CHILDREN, EXCEPT THAT, AT THE DISCRETION OF CHILD CARE PERSONNEL, AND UNDER CLOSE SUPERVISION, AGENCIES MAY ALLOW CHILDREN TO USE SCISSORS AND OR KNIVES FOR SPECIFIC COOKING OR CRAFT PROJECTS;
<input type="checkbox"/> 4002.16(a)(8)	(8) HEAVY FURNISHINGS OR OTHER HEAVY ITEMS THAT ARE EASILY TIPPED OVER OR UNSTABLE AND WHICH IF NOT SECURED TO THE WALL OR FLOOR OR BOTH COULD EASILY FALL ON CHILDREN AND WOULD BE LIKELY TO CAUSE INJURY;
<input type="checkbox"/> 4002.16(a)(10)	(10) OPEN WINDOWS WHICH ARE ACCESSIBLE TO CHILDREN AND ARE NOT EQUIPPED WITH STURDY SCREENS OR OTHER PROTECTIVE BARRIERS DESIGNED TO PREVENT CHILDREN FROM FALLING OUT THE WINDOW;
<input type="checkbox"/> 4002.16(a)(11)	(11) OPEN DOORS WHICH ARE NOT EQUIPPED WITH A STURDY SCREEN DOOR EQUIPPED WITH A LATCH TO PREVENT CHILDREN FROM RUNNING OUT OF THE BUILDING.
<input type="checkbox"/> 4002.16(a)(13)	(13) STAIRWAYS WHICH ARE ACCESSIBLE TO CHILDREN YOUNGER THAN 3 YEARS OF AGE AND ARE NOT EQUIPPED WITH SAFETY GATES;

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<input type="checkbox"/>	4002.16(b)	WHEN INTERIOR OR EXTERIOR SURFACES ARE IN A DETERIORATING CONDITION, INCLUDING FLAKING AND PEELING PAINT, AND THE BUILDING WAS BUILT PRIOR TO 1978, THE PROGRAM SHALL MAKE THE DETERIORATING SURFACES INTACT BY STABILIZING THE PAINT SURFACE AND CAPPING THE WINDOW WELLS.
<input type="checkbox"/>	4002.16(c)	WHEN THERE IS INFORMATION OR EVIDENCE INDICATING THAT THE BUILDING MAY CONTAIN ASBESTOS HAZARDS, AGENCIES SHALL SUBMIT EVIDENCE THAT THE BUILDING HAS BEEN INSPECTED BY A LICENSED ASBESTOS INSPECTOR AND IS FREE OF ASBESTOS HAZARDS.
<input type="checkbox"/>	4002.16(d)	PROGRAMS SHALL CLEARLY LABEL ALL TOXIC MATERIALS, INCLUDING BUT NOT LIMITED TO TOBACCO PRODUCTS, CLEANERS, MEDICINES, HOUSEHOLD CHEMICALS AND PAINT AND STORE THESE ITEMS SEPARATE FROM FOOD ITEMS, IN CABINETS WHICH ARE LOCKED OR SECURED WITH CHILD PROOF LATCHES OR OTHERWISE OUT OF REACH OF CHILDREN.
<input type="checkbox"/>	4002.16(e)	PROGRAMS SHALL ENSURE THAT THE PRESENCE OF PETS IN THE AGENCY DOES NOT PRESENT A HAZARD TO THE CHILDREN.
<input type="checkbox"/>	4002.16(f)	WHEN THERE ARE PETS INPROGRAM, CHILD CARE PERSONNEL SHALL ENSURE THAT:
<input type="checkbox"/>	4002.16(f)(1)	(1) DOGS AND CATS HAVE A CURRENT VACCINATION FOR RABIES;
<input type="checkbox"/>	4002.16(f)(3)	(3) LITTER BOXES ARE NOT KEPT IN FOOD PREPARATION OR FOOD SERVICE AREAS OR IN AREAS WHERE CHILDREN PLAY;
<input type="checkbox"/>	4002.16(f)(4)	(4) CHILDREN ARE NOT EXPOSED TO ANIMAL FECES OR URINE.
<input type="checkbox"/>	4002.16(g)	PROGRAMS SHALL ENSURE THAT ALL ENCLOSED AREAS USED BY CHILDREN SHALL:
<input type="checkbox"/>	4002.16(g)(2)	(2) HAVE A SAFE, FUNCTIONING HEATING SYSTEM.
<input type="checkbox"/>	4002.16(g)(4)	(4) INCLUDE PROTECTION FOR CHILDREN FROM HEAT SOURCES WHICH PRESENT A HAZARD.
<input type="checkbox"/>	4002.16(h)	PROGRAMS SHALL ENSURE THAT:
<input type="checkbox"/>	4002.16(h)(1)	(1) THERE IS NO SMOKING IN THE PROGRAM DURING OPERATING HOURS; AND
<input type="checkbox"/>	4002.16(h)(2)	(2) CHILD CARE PERSONNEL DO NOT SMOKE WHILE THEY ARE RESPONSIBLE FOR THE CARE OF CHILDREN AND DO NOT EXPOSE CHILDREN TO SECOND HAND SMOKE.
<input type="checkbox"/>	4002.16(j)	PROGRAMS SHALL ENSURE THAT OUTSIDE PLAY AREAS ARE FREE OF HAZARDS INCLUDING, BUT NOT LIMITED TO THE FOLLOWING:
<input type="checkbox"/>	4002.16(j)(1)	(1) UNPROTECTED POOLS, WELLS OR OTHER BODIES OF WATER;
<input type="checkbox"/>	4002.16(j)(2)	(2) POISONOUS PLANTS;
<input type="checkbox"/>	4002.16(j)(3)	(3) FARM OR LAWN MACHINERY OR IMPLEMENTS;
<input type="checkbox"/>	4002.16(j)(7)	(7) SHARP OBJECTS; OR
<input type="checkbox"/>	4001.16(j)(8)	(8) OTHER DANGEROUS ITEMS OR SUBSTANCES.

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<input type="checkbox"/> 4002.16(k) <input type="checkbox"/> 4002.16(k)(1) <input type="checkbox"/> 4002.16(k)(2) <input type="checkbox"/> 4002.16(k)(3) <input type="checkbox"/> 4002.16(k)(4) <input type="checkbox"/> 4002.16(k)(5) <input type="checkbox"/> 4002.16(k)(6) <input type="checkbox"/> 4002.16(k)(7)	<p>EXCEPT AS SPECIFIED IN (l) BELOW, PROGRAMS SHALL ENSURE THAT PLAY AREAS ARE ENCLOSED BY A FENCE IF THEY ARE DETERMINED BY THE DEPARTMENT TO BE UNSAFE BECAUSE THEY ARE ON A ROOF, OR LOCATED ADJACENT TO ANY OF THE FOLLOWING:</p> <ul style="list-style-type: none"> (1) A STREET; (2) A ROAD; (3) A RIVER; (4) A POND; (5) A STREAM; (6) A SWIMMING POOL OR OTHER BODY OF WATER; OR (7) OTHER DANGEROUS AREA.
<input type="checkbox"/> 4002.16(m) <input type="checkbox"/> 4002.16(m)(1) <input type="checkbox"/> 4002.16(m)(2)	<p>PROGRAMS SHALL ENSURE THAT ALL FENCING REQUIRED BY THE DEPARTMENT:</p> <ul style="list-style-type: none"> (1) IS DESIGNED TO RESTRAIN YOUNG CHILDREN FROM CLIMBING OUT OF, OVER, UNDER OR THROUGH THE FENCE; AND (2) HAS A CHILD PROOF SELF-LATCHING DEVICE ON ANY GATES.
<input type="checkbox"/> 4002.16(n)	<p>PROGRAMS SHALL ENSURE THAT GROUND AREA UNDER AND EXTENDING AT LEAST 39 INCHES BEYOND THE EXTERNAL LIMITS OF OUTDOOR PLAY EQUIPMENT WHICH WOULD ALLOW A CHILD TO FALL FROM A HEIGHT OF MORE THAN 29 INCHES IS CONSTRUCTED AND MAINTAINED AT ALL TIMES WITH AN ENERGY ABSORPTIVE SURFACE INCLUDING BUT NOT LIMITED TO SAND, BARK MULCH, PEA STONE, SOFT WOOD CHIPS OR RUBBER MATS MANUFACTURED FOR USE AS GYM MATS.</p>
<input type="checkbox"/> 4002.16(q) <input type="checkbox"/> 4002.16(q)(1) <input type="checkbox"/> 4002.16(q)(2) <input type="checkbox"/> 4002.16(q)(3) <input type="checkbox"/> 4002.16(q)(4)	<p>PROGRAMS SHALL ENSURE THAT ALL SWIMMING POOLS USED AS PART OF THE CHILD CARE OPERATIONS SHALL BE CLEAN, MAINTAINED AND SUPERVISED IN ACCORDANCE WITH THE FOLLOWING:</p> <ul style="list-style-type: none"> (1) CHILD CARE PERSONNEL SHALL SUPERVISE CHILDREN AT ALL TIMES WHEN THEY HAVE ACCESS TO WADING POOLS WHICH HAVE WATER IN THEM. (2) CHILD CARE PERSONNEL SHALL NOT ALLOW CHILDREN INSIDE THE POOL AREA OR IN THE POOL WITHOUT ADULT SUPERVISION; (3) PROGRAMS SHALL ENSURE THAT THERE IS AT LEAST ONE STAFF PERSON WHO IS CURRENTLY CERTIFIED IN CPR PRESENT WITH THE CHILDREN AT ALL TIMES DURING ANY WATER ACTIVITY, AND WHENEVER CHILDREN HAVE ACCESS TO POOLS OR OTHER BODIES OF WATER; AND (4) PROGRAMS SHALL MAINTAIN ALL POOLS IN ACCORDANCE WITH THE MANUFACTURERS OR INSTALLER'S PRINTED

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<input type="checkbox"/> 4002.16(q)(4)a. <input type="checkbox"/> 4002.16(q)(4)b <input type="checkbox"/> 4002.16(q)(4)c. <input type="checkbox"/> 4002.16(q)(4)d. <input type="checkbox"/> 4002.16(q)(4)e. <input type="checkbox"/> 4002.16(q)(4)f. <input type="checkbox"/> 4002.16(q)(4)f.1. <input type="checkbox"/> 4002.16(q)(4)f. 2. <input type="checkbox"/> 4002.16(q)(4)f. 3.	<p style="text-align: center;">INSTRUCTIONS REGARDING CLEANING, FILTRATION AND CHEMICAL TREATMENT, AND THE FOLLOWING:</p> <p>a. IN-GROUND POOLS SHALL BE ENCLOSED BY A FENCE WITH A GATE WHICH HAS A CHILDPROOF, SELF LATCHING DEVICE AND A LOCK;</p> <p>b. ABOVE GROUND POOLS SHALL BE ENCLOSED BY A FENCE WITH A GATE WHICH HAS A CHILDPROOF, SELF LATCHING DEVICE AND A LOCK, OR EQUIPPED WITH A LOCKABLE GATE, LOCKABLE SWING UP STAIRWAY OR OTHER LOCKABLE BARRIER TO PREVENT ACCESS TO THE STAIRS OR LADDERS, OR OTHERWISE MAKE THE POOL INACCESSIBLE TO CHILDREN;</p> <p>c. A POOL THAT IS DIRECTLY ACCESSIBLE FROM INSIDE THE HOUSE SHALL HAVE A SECURE, LOCKABLE BARRIER WHICH MEETS THE REQUIREMENTS IN A. AND B. ABOVE TO MAKE THE POOL INACCESSIBLE TO CHILDREN;</p> <p>d. POOL GATES, FENCES OR OTHER BARRIERS AS REQUIRED IN A. B. AND C. ABOVE SHALL BE LOCKED DURING ALL OPERATING HOURS, EXCEPT WHEN THE CHILDREN ARE INVOLVED IN A SUPERVISED WATER ACTIVITY IN THE POOL;</p> <p>e. THE KEYS, COMBINATIONS OR OTHER MEANS TO OPEN THE LOCKS REQUIRED IN A. THROUGH D. ABOVE SHALL NOT BE ACCESSIBLE TO CHILDREN; AND</p> <p>f. WADING POOLS SHALL:</p> <ol style="list-style-type: none"> 1. BE EMPTIED AND CLEANED AFTER EACH USE; 2. BE STORED SO THAT WATER DOES NOT COLLECT IN THEM; AND 3. NOT CONTAIN WATER THAT IS MORE THAN 10 INCHES DEEP.
<input type="checkbox"/> 4002.16(t) <input type="checkbox"/> 4002.16(t)(1)	<p>ALL PROGRAMS THAT PREPARE AND SERVE FOOD TO CHILDREN SHALL ENSURE THAT ALL FOODS WHICH WILL BE SERVED TO CHILDREN SHALL BE:</p> <p>(1) FREE FROM SPOILAGE, FILTH OR OTHER CONTAMINATION;</p>
WATER SUPPLY, SEPTIC SYSTEMS, BATHROOM FACILITIES AND DIAPER CHANGING FACILITIES	
<input type="checkbox"/> 4002.17(a) <input type="checkbox"/> 4002.17(a)(3) <input type="checkbox"/> 4002.17(a)(5) <input type="checkbox"/> 4002.17(a)(5)a. <input type="checkbox"/> 4002.17(a)(5)b.	<p>AGENCIES SHALL ENSURE THAT A SAFE SUPPLY OF WATER UNDER PRESSURE IS AVAILABLE FOR DRINKING AND HOUSEHOLD USE IN ACCORDANCE WITH THE FOLLOWING:</p> <p>(3) HOT WATER AT TAPS WHICH ARE ACCESSIBLE TO CHILDREN SHALL HAVE AN AUTOMATIC CONTROL TO MAINTAIN A TEMPERATURE AT THE TAP OF NOT HIGHER THAN 120 DEGREES FAHRENHEIT.</p> <p>(5) PROGRAMS WHICH HAVE THEIR OWN INDEPENDENT WATER SUPPLY AND ARE CARING FOR 24 OR FEWER CHILDREN SHALL MAINTAIN ON FILE, AVAILABLE FOR REVIEW, EVIDENCE THAT THEIR WATER SUPPLY HAS BEEN TESTED IN ACCORDANCE WITH THE FOLLOWING:</p> <p>a. WATER TESTING SHALL BE PERFORMED BY THE DEPARTMENT OF ENVIRONMENTAL SERVICES LABORATORY OR BY AN INDEPENDENT WATER-TESTING LAB CERTIFIED BY THE DEPARTMENT OF ENVIRONMENTAL SERVICES TO PERFORM SUCH TESTS IN ACCORDANCE WITH ENV-C 300;</p> <p>b. WATER TEST RESULTS SHALL BE REPEATED ANNUALLY AND MAINTAINED ON FILE AT THE PROGRAM, AVAILABLE FOR</p>

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<input type="checkbox"/> 4002.17(a)(5)c. <input type="checkbox"/> 4002.17(a)(5)c. 1. <input type="checkbox"/> 4002.17(a)(5)c. 2. <input type="checkbox"/> 4002.17(a)(5)d. <input type="checkbox"/> 4002.17(a)(5)e. <input type="checkbox"/> 4002.17(a)(5)e. 1. <input type="checkbox"/> 4002.17(a)(5)e. 2. <input type="checkbox"/> 4002.17(a)(5)f.	<p>REVIEW BY THE HEALTH OFFICER AND THE DEPARTMENT;</p> <p>c. FOR NEW APPLICANTS, DOCUMENTATION THAT NOT MORE THAN 90 DAYS PRIOR TO THE DATE THE APPLICATION IS RECEIVED BY THE DEPARTMENT THE WATER HAS BEEN TESTED FOR BACTERIA, NITRATES, NITRITES AND LEAD AND DETERMINED TO BE AT ACCEPTABLE LEVELS IN ACCORDANCE WITH THE FOLLOWING:</p> <p style="padding-left: 40px;">1. ENV-WS 315.07 FOR BACTERIA; AND</p> <p style="padding-left: 40px;">2. ENV-WS 316.01 FOR NITRATES, NITRITES AND LEAD;</p> <p>d. FOR RENEWAL OF LICENSE, DOCUMENTATION THAT ON AN ANNUAL BASIS, WATER HAS BEEN TESTED FOR BACTERIA AND NITRATES AND DETERMINED TO BE AT ACCEPTABLE LEVELS, IN ACCORDANCE WITH ENV-WS 315.07 FOR BACTERIA AND ENV-WS 316.01 FOR NITRATES;</p> <p>e. ANY PROGRAM WHOSE WATER HAS BEEN TESTED AND HAS FAILED TO MEET THE ACCEPTABLE LEVELS IDENTIFIED IN THIS SECTION, SHALL:</p> <p style="padding-left: 40px;">1. IMMEDIATELY CONTACT THE DEPARTMENT TO REPORT THAT FINDING, AND PROVIDE THE DEPARTMENT WITH A PLAN FOR HOW IT WILL ENSURE THAT CHILDREN WILL NOT BE AT RISK FROM EXPOSURE TO THE UNSAFE WATER; AND</p> <p style="padding-left: 40px;">2. SUBMIT TO THE DEPARTMENT AN ACCEPTABLE CORRECTIVE ACTION PLAN WHICH DETAILS WHAT ACTION WILL BE TAKEN TO CORRECT THE UNSAFE CONDITION OF THE WATER AND A DATE BY WHICH THAT ACTION WILL BE COMPLETE; AND</p> <p>f. WHEN A PROGRAM FAILS TO SUBMIT A WRITTEN PROPOSED CORRECTIVE ACTION PLAN WITHIN 10 DAYS OF RECEIVING THE UNACCEPTABLE TEST RESULT UNDER (A) (5) E, ABOVE, THE DEPARTMENT SHALL INITIATE ACTION TO SUSPEND THE LICENSE OR PERMIT IN ACCORDANCE WITH HE-C 4002.10 (N) (1), UNTIL SUCH TIME AS LABORATORY RESULTS MEETING THOSE REQUIREMENTS ARE RECEIVED BY THE DEPARTMENT.</p>
<input type="checkbox"/> 4002.17(b) <input type="checkbox"/> 4002.17(b)(1) <input type="checkbox"/> 4002.17(b)(2)	<p>PROGRAMS SHALL ENSURE THAT DURING ALL HOURS OF OPERATION THERE ARE FUNCTIONAL SEWAGE DISPOSAL FACILITIES DESIGNED TO ACCOMMODATE THE LICENSE CAPACITY OF THE PROGRAM, IN ACCORDANCE WITH THE FOLLOWING:</p> <p style="padding-left: 40px;">(1) THERE SHALL BE NO VISIBLE SEWAGE ON THE GROUNDS; AND</p> <p style="padding-left: 40px;">(2) THERE SHALL BE FLUSH TOILETS IN WORKING ORDER CONNECTED TO A SEWAGE DISPOSAL SYSTEM.</p>
<input type="checkbox"/> 4002.17(c)	<p>PROGRAMS SHALL ENSURE THAT THERE IS AT LEAST ONE TOILET AND ONE WASH BASIN FOR EVERY 20 CHILDREN.</p>
<input type="checkbox"/> 4002.17(d)	<p>EXCEPT FOR POTTY CHAIRS FOR USE BY TODDLERS, PROGRAMS SHALL NOT USE PORTABLE TOILETS, CHEMICAL TOILETS, AND OR ANY OTHER TOILETS WHICH ARE NOT ATTACHED TO A FUNCTIONAL SEWAGE DISPOSAL SYSTEM.</p>
<input type="checkbox"/> 4002.17(i) <input type="checkbox"/> 4002.17(i)(3)	<p>IN ADDITION TO THE REQUIREMENTS FOR TOILETS, SET FORTH IN © ABOVE, PROGRAMS WHICH SERVE CHILDREN YUNGER THAN 3 YEARS OF AGE SHALL:</p> <p style="padding-left: 40px;">(3) NOT PLACE POTTY CHAIRS IN FOOD PREPARATION AREAS OF FOOD SERVICE AREAS;</p>
<input type="checkbox"/> 4002.17(j) <input type="checkbox"/> 4002.17(j)(1)	<p>PROGRAMS SERVING DIAPERED CHILDREN AND CHILDREN WHO ARE NOT TOILET TRAINED SHALL HAVE A DESIGNATED DIAPER CHANGING AREA WHICH SHALL:</p> <p style="padding-left: 40px;">(1) NOT BE LOCATED IN KITCHENS OR IN FOOD PREPARATION OR FOOD SERVICE AREAS OR ON SURFACES WHERE FOOD IS</p>

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<input type="checkbox"/>	4002.17(j)(5)	PREPARED OR SERVED.
<input type="checkbox"/>	4002.17(j)(5)a.	(5) IN CENTER BASED PROGRAMS, IN ADDITION TO THE REQUIREMENTS IN (1) THROUGH (4) ABOVE, THE DIAPER CHANGING AREA SHALL: a. BE LOCATED IN THE ROOM WHERE THE CHILDREN IN DIAPERS ARE CARED FOR; AND
<input type="checkbox"/>	4002.17(j)(5)b.	b. BE EQUIPPED WITH A SINK USED FOR ADULT AND CHILD HAND WASHING BEFORE OR AFTER DIAPER CHANGING OR TOILETING.
PREVENTION AND MANAGEMENT OF INJURIES AND EMERGENCIES		
<input type="checkbox"/>	4002.21(a)	CHILD CARE PERSONNEL SHALL SUPERVISE EVERY CHILD IN CARE AT ALL TIMES.
<input type="checkbox"/>	4002.21(c)	EXCEPT AS SPECIFIED IN (b) ABOVE AND (d) (1) BELOW, CHILD CARE PERSONNEL SHALL NOT LEAVE ANY CHILD:
<input type="checkbox"/>	4002.21(c)(1)	(1) INSIDE THE BUILDING WHEN NO CHILD CARE PERSONNEL ARE INSIDE; OR
<input type="checkbox"/>	4002.21(c)(2)	(2) OUTSIDE OF THE BUILDING WHEN NO CHILD CARE PERSONNEL ARE OUTSIDE THE BUILDING.
<input type="checkbox"/>	4002.21(e)	PROGRAMS SHALL BE EQUIPPED WITH A TELEPHONE THAT IS OPERABLE AND ACCESSIBLE DURING ALL OPERATING HOURS FOR INCOMING AND OUTGOING CALLS.
<input type="checkbox"/>	4002.21(f)	DURING ALL OPERATING HOURS AT LEAST ONE STAFF PERSON WHO IS TRAINED AND CURRENTLY CERTIFIED IN CPR AND FIRST AID SHALL BE PRESENT IN THE PROGRAM.
<input type="checkbox"/>	4002.21(h)	IN ADDITION TO THE REQUIREMENTS SPECIFIED IN (f) AND (G) ABOVE, AT LEAST ONE STAFF PERSON WHO IS CURRENTLY CERTIFIED IN CPR AND FIRST AID SHALL BE WITH ANY CHILDREN PARTICIPATING IN WATER ACTIVITIES ON OR OFF THE PREMISES OF THE PROGRAM AND ON ANY FIELD TRIPS OFF THE PREMISES OF THE PROGRAM.
<input type="checkbox"/>	4002.21(i)	PROGRAMS SHALL MAINTAIN ON FILE, AVAILABLE FOR REVIEW BY THE DEPARTMENT, COPIES OF CPR AND FIRST AID CERTIFICATIONS AND LICENSES.
CHILD CARE SPACE		
<input type="checkbox"/>	4002.23(a)	PROGRAMS SHALL ENSURE THAT THERE IS A MINIMUM OF 35 SQUARE FEET OF FLOOR SPACE PER CHILD.
<input type="checkbox"/>	4002.23(g)	PRIOR TO ALLOWING ANY CHILD TO BE CARED FOR IN ANY BASEMENT, OR ON SECOND OR HIGHER FLOORS, PROGRAMS SHALL:
<input type="checkbox"/>	4002.23(g)(1)	(1) OBTAIN WRITTEN APPROVAL FROM THE LOCAL FIRE AUTHORITY, WHICH SPECIFICALLY GRANTS APPROVAL FOR CHILDREN TO BE CARED FOR IN BASEMENTS OR ON SECOND OR HIGHER FLOORS, INCLUDING ANY RESTRICTIONS ON THE AGES OF CHILDREN; AND
<input type="checkbox"/>	4002.23(g)(2)	(2) SUBMIT THAT APPROVAL TO THE DEPARTMENT FOR REVIEW AND APPROVAL.
<input type="checkbox"/>	4002.23(h)	PROGRAMS SHALL ENSURE THAT PRIOR TO BEING USED FOR CHILD CARE, ALL CHILD CARE SPACE SHALL BE:
<input type="checkbox"/>	4002.23(h)(1)	(1) INSPECTED AND APPROVED BY THE LOCAL FIRE INSPECTOR, IN ACCORDANCE WITH RSA 170-E:6 AND He-C 4002.03(e);

CRITICAL RULES CHECKLIST

<input type="checkbox"/>	4002.23(h)(2)	(2) INSPECTED AND APPROVED BY THE LOCAL HEALTH OFFICER, IN ACCORDANCE WITH RSA 170-E:6 AND He-C 4002.03(c);
<input type="checkbox"/>	4002.23(h)(3)	(3) INSPECTED BY THE DEPARTMENT IN ACCORDANCE WITH RSA 170-E:8, III, AND RSA 170-E:9, II; AND
<input type="checkbox"/>	4002.23(h)(4)	(4) APPROVED BY THE DEPARTMENT BASED UPON COMPLIANCE WITH THE REQUIREMENTS UNDER HE-C 4002.16, HE-C 4002.17 AND THIS SECTION.
<input type="checkbox"/>	4002.23(i)	PROGRAMS SHALL REPORT ANY CHANGES TO CHILD CARE SPACE OR ADDITION OF NEW SPACE TO THE DEPARTMENT FOR APPROVAL, PRIOR TO USING THE SPACE FOR CHILD CARE.

TOYS, EQUIPMENT AND LEARNING MATERIALS

<input type="checkbox"/>	4002.24(b)	ALL TOYS, EQUIPMENT AND LEARNING MATERIALS REQUIRED UNDER (A) ABOVE SHALL BE: (2) SAFE; (3) FREE OF LEAD PAINT OR OTHER POISONOUS MATERIAL;
<input type="checkbox"/>	4002.24(b)(2)	
<input type="checkbox"/>	4002.24(b)(3)	
<input type="checkbox"/>	4002.24(d)	BABY WALKERS WITH WHEELS SHALL BE PROHIBITED IN ALL PROGRAMS.
<input type="checkbox"/>	4002.24(f)	CHILD CARE PERSONNEL SHALL NOT ALLOW CHILDREN YOUNGER THAN 4 YEARS OF AGE TO HAVE ACCESS TO TOYS, TOY PARTS AND OTHER MATERIALS SUCH AS COINS AND BALLOONS WHICH POSE A CHOKING RISK OR ARE SMALL ENOUGH TO BE SWALLOWED.
<input type="checkbox"/>	4002.24(g)	CHILD CARE PERSONNEL SHALL CLOSELY SUPERVISE CHILDREN AGE 4 YEARS OR OLDER WHO HAVE DEVELOPMENTAL DELAYS AND ARE LIKELY TO PUT OBJECTS IN THEIR MOUTHS, WHEN THEY HAVE ACCESS TO THE ITEMS NOTED IN (F) ABOVE.
<input type="checkbox"/>	4002.24(h)	CHILD CARE PERSONNEL SHALL NOT ALLOW CHILDREN TO PLAY WITH PULL TOYS THAT HAVE STRINGS OR CORDS LONG ENOUGH TO ENCIRCLE A CHILD'S NECK.
<input type="checkbox"/>	4002.24(l)	CHILD CARE PERSONNEL SHALL ENSURE THAT THE FALL ZONE UNDER AND AROUND ALL INDOOR SWINGS AND CLIMBING EQUIPMENT, INCLUDING SLIDES, WHICH WOULD ALLOW A FALL FROM A HEIGHT OF MORE THAN 29 INCHES ARE COVERED WITH MATS DESIGNED FOR GYMNASTICS.
<input type="checkbox"/>	4002.24(r)	LICENSEES AND PERMITTEES SHALL ENSURE THAT CRIBS AND PLAYPENS REQUIRED UNDER (Q) ABOVE SHALL: (1) NOT BE STACKED; (2) BE FREE OF CRACKED OR PEELING PAINT, SPLINTERS, AND ROUGH EDGES; (3) HAVE NO MORE THAN 2 3/8 INCHES BETWEEN SLATS;
<input type="checkbox"/>	4002.24(r)(1)	
<input type="checkbox"/>	4002.24(r)(2)	
<input type="checkbox"/>	4002.24(r)(3)	

CRITICAL RULES CHECKLIST

<input type="checkbox"/>	4002.24(r)(4)	(4) HAVE NO MISSING, LOOSE, BROKEN, OR IMPROPERLY INSTALLED PARTS, SCREWS, BRACKETS, BASEBOARDS OR OTHER LOOSE HARDWARE OR DAMAGED PARTS ON THE CRIB OR MATTRESS SUPPORTS;
<input type="checkbox"/>	4002.24(r)(5)	(5) NOT HAVE CORNER POSTS WHICH EXTEND MORE THAN 1/16TH OF AN INCH ABOVE THE END PANELS;
<input type="checkbox"/>	4002.24(r)(6)	(6) NOT HAVE CUTOUTS IN THE HEAD BOARD OR FOOT BOARD;
<input type="checkbox"/>	4002.24(r)(7)	(7) NOT HAVE HOLES OR TEARS IN THE MESH WALLS OR IN THE MATERIAL THAT CONNECTS THE WALLS TO THE BOTTOM OF THE CRIB OR PLAY PEN; AND
<input type="checkbox"/>	4002.24(r)(8)	(8) HAVE MATTRESSES WHICH:
<input type="checkbox"/>	4002.24(r)(8) a.	a. ARE IN GOOD REPAIR, FREE OF RIPS OR TEARS; AND
<input type="checkbox"/>	4002.24(r)(8) b.	b. FIT THE CRIB OR PLAYPEN SO THAT SPACE BETWEEN THE MATTRESS OR PLAYPEN DOES NOT CREATE A SUFFOCATION HAZARD.

PROGRAM REQUIREMENTS

<input type="checkbox"/>	4002.26(a)	CHILD CARE PROGRAMS SHALL ALLOW PARENTS UNANNOUNCED ACCESS TO THEIR CHILDREN AT ALL TIMES, INCLUDING BUT NOT LIMITED TO OBSERVATION OF THEIR CHILDREN INTERACTING WITH THE CHILDREN IN HIS/HER ASSIGNED CLASSROOM AND WITH THE HCILD CARE PERSONNEL RESPONSIBLE FOR HIS/HER CARE.
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DISCIPLINE, BEHAVIOR GUIDANCE AND TREATMENT OF CHILDREN

<input type="checkbox"/>	4002.27(b)	CHILD CARE PERSONNEL SHALL ESTABLISH AND MAINTAIN A SAFE, HEALTHY LEARNING ENVIRONMENT.
<input type="checkbox"/>	4002.27(e)	Child care personnel shall not:
<input type="checkbox"/>	4002.27(e)(1)	(1) ABUSE OR NEGLECT CHILDREN;
<input type="checkbox"/>	4002.27(e)(2)	(2) USE CORPORAL PUNISHMENT;
<input type="checkbox"/>	4002.27(e)(3)	(3) ATTEMPT TO CONTROL CHILDREN'S BEHAVIOR BY ACTIONS WHICH ARE HUMILIATING, THREATENING, SHAMING, FRIGHTENING OR OTHERWISE DAMAGING TO CHILDREN, INCLUDING BUT NOT LIMITED TO:
<input type="checkbox"/>	4002.27(e)(3)a.	a. REQUIRING CHILDREN TO STAND OR SIT FACING WALLS OR CORNERS;
<input type="checkbox"/>	4002.27(e)(3)b.	b. VERBALLY SHAMING CHILDREN;
<input type="checkbox"/>	4002.27(e)(3)c.	c. BELITTLING CHILDREN;
<input type="checkbox"/>	4002.27(e)(3)d.	d. RIDICULING CHILDREN;
<input type="checkbox"/>	4002.27(e)(3)e.	e. YELLING AT CHILDREN;
<input type="checkbox"/>	4002.27(e)(3)f.	f. NAME CALLING;
<input type="checkbox"/>	4002.27(e)(3)g.	g. MAKING VERBAL THREATS TO CHILDREN;

CRITICAL RULES CHECKLIST

<input type="checkbox"/>	4002.27(e)(3)j.	j. PLACING OR CONFINING CHILDREN IN EQUIPMENT THAT IS NOT APPROPRIATE FOR THEIR AGE, INCLUDING BUT NOT LIMITED TO CRIBS, PLAYPENS OR HIGHCHAIRS;
<input type="checkbox"/>	4002.27(e)(4)	(4) WITHHOLD FOOD FROM CHILDREN, FORCIBLY FEED CHILDREN OR DISCIPLINE CHILDREN FOR NOT EATING;
<input type="checkbox"/>	4002.27(e)(5)	(5) SHAME, HUMILIATE OR DISCIPLINE ANY CHILD FOR TOILETING ACCIDENTS OR LAPSES IN TOILETING habits;
<input type="checkbox"/>	4002.27(f)	THE APPLICANT, LICENSEE, PERMITTEE, CENTER DIRECTOR AND ALL CHILD CARE PERSONNEL SHALL TAKE PROMPT ACTION TO PROTECT CHILDREN FROM ABUSE, NEGLECT, CORPORAL PUNISHMENT, OR OTHER MISTREATMENT BY ANY INDIVIDUAL.
DIAPER CHANGING AND TOILETING		
<input type="checkbox"/>	4002.30(e)	CHILD CARE PERSONNEL SHALL NOT LEAVE CHILDREN UNATTENDED ON THE DESIGNATED DIAPER CHANGING SURFACE
WATER ACTIVITIES, FIELD TRIPS AND TRANSPORTATION		
<input type="checkbox"/>	4002.31(e)	THE CENTER DIRECTOR, FAMILY OR FAMILY GROUP CHILD CARE PROVIDER OR HIS/HER DESIGNEE SHALL ENSURE THAT CHILD CARE PERSONNEL COMPLETE AND BRING THE FOLLOWING TO ANY WATER ACTIVITY ON OR OFF THE PREMISES OF THE PROGRAM AND ON ALL FIELD TRIPS:
<input type="checkbox"/>	4002.31(e)(1)	(1) AN ATTENDANCE RECORD WHICH INCLUDES THE NAME AND AGE OF EACH CHILD WHO IS PARTICIPATING IN THE WATER ACTIVITY OR FIELD TRIP AND THE NAME OF THE STAFF PERSON WHO WILL HAVE PRIMARY RESPONSIBILITY FOR THAT CHILD;
<input type="checkbox"/>	4002.31(e)(2)	(2) COPIES OF THE REGISTRATION AND EMERGENCY INFORMATION FORM REQUIRED IN HE-C 4002.22, FOR EACH CHILD PARTICIPATING IN THE WATER ACTIVITY OR FIELD TRIP;. AND
<input type="checkbox"/>	4002.31(e)(3)	(3) COPIES OF THE PARENTAL PERMISSION SLIP REQUIRED IN (C) ABOVE FOR EACH CHILD PARTICIPATING IN THE WATER ACTIVITY OR FIELD TRIP.
<input type="checkbox"/>	4002.31(f)	THE FIELD TRIP OR WATER ACTIVITY ATTENDANCE RECORDS REQUIRED UNDER (E) (1) ABOVE AND THE PARENTAL PERMISSION SLIPS REQUIRED UNDER (C) ABOVE SHALL BE RETAINED BY THE PROGRAM AND AVAILABLE FOR REVIEW BY THE DEPARTMENT FOR A MINIMUM OF 6 MONTHS AFTER THE DATE OF THE FIELD TRIP OR WATER ACTIVITY.
<input type="checkbox"/>	4002.31(i)	IN CENTER BASED PROGRAMS, THE LICENSEE, PERMITTEE OR CENTER DIRECTOR SHALL ENSURE THAT:
<input type="checkbox"/>	4002.31(i)(2)	(2) FOR ALL OTHER FIELD TRIPS AND FOR ALL WATER ACTIVITIES:
<input type="checkbox"/>	4002.31(i)(2)a.	a. FOR EACH GROUP OF CHILDREN SPECIFIED IN TABLES 4.2.4. AND 4.2.5 BELOW, AT LEAST ONE STAFF PERSON SHALL MEET THE QUALIFICATIONS FOR THE POSITION OF ASSOCIATE TEACHER AS SPECIFIED IN HE-C 4002. 32 (s) IN SCHOOL AGE PROGRAMS, AND HE-C 4002.32 (p) IN ALL OTHER CENTER BASED PROGRAMS;
<input type="checkbox"/>	4002.31(i)(2)c.	c. CHILD CARE PERSONNEL SHALL COMPLY WITH:
<input type="checkbox"/>	4002.31(i)(2)c. 2.	2. THE MINIMUM STAFF TO CHILD RATIOS AND STAFFING LEVELS SPECIFIED IN TABLE 4.2.4 BELOW FOR WATER ACTIVITIES, AND TABLE 4.2.5 BELOW FOR ALL OTHER FIELD TRIPS.

CRITICAL RULES CHECKLIST

<input type="checkbox"/>	4002.31(l)	IN A FAMILY OR FAMILY GROUP CHILD CARE HOME, FOR ALL WATER ACTIVITIES ON OR OFF THE PREMISES OF THE PROGRAM, OTHER THAN WATER ACTIVITIES SPECIFIED IN (K) ABOVE, CHILD CARE PERSONNEL SHALL COMPLY WITH THE STAFFING REQUIREMENTS SPECIFIED IN HE-C 4002.37 (I), (J), AND (M), AND THE MINIMUM STAFF TO CHILD RATIOS AND STAFFING LEVELS SPECIFIED IN TABLE 4.2.6 BELOW:
<input type="checkbox"/>	4002.31(m)	THE CENTER DIRECTOR, FAMILY OR FAMILY GROUP CHILD CARE PROVIDER OR DESIGNEE SHALL ENSURE THAT:
<input type="checkbox"/>	4002.31(m)(3)	(3) AT LEAST ONE STAFF PERSON WHO HAS SUCCESSFULLY COMPLETED A BASIC WATER SAFETY COURSE SHALL BE PRESENT DURING ANY WATER ACTIVITY; AND
<input type="checkbox"/>	4002.31(o)	CHILD CARE PERSONNEL IN ALL PROGRAMS SHALL ENSURE THAT CHILDREN WHO ARE TRANSPORTED BY THE PROGRAM OR DURING ANY PROGRAM SPONSORED ACTIVITY ARE TRANSPORTED IN VEHICLES WHICH ARE:
<input type="checkbox"/>	4002.31(o)(1)	(1) REGISTERED, INSURED AND INSPECTED IN ACCORDANCE WITH THE LAWS OF THE STATE OF NEW HAMPSHIRE;
<input type="checkbox"/>	4002.31(o)(2)	(2) DRIVEN BY INDIVIDUALS WHO ARE AT LEAST 18 YEARS OF AGE AND HOLD A VALID DRIVER'S LICENSE;
<input type="checkbox"/>	4002.31(o)(3)	(3) MAINTAINED IN A SAFE OPERATING CONDITION; AND
<input type="checkbox"/>	4002.31(p)	CHILD CARE PERSONNEL IN ALL PROGRAMS SHALL NOT PERMIT ANY CHILD TO REMAIN IN ANY VEHICLE UNATTENDED BY CHILD CARE PERSONNEL.
<input type="checkbox"/>	4002.31(q)	CHILD CARE PERSONNEL IN ALL PROGRAMS SHALL ENSURE THAT THE NUMBER OF CHILDREN WHO ARE TRANSPORTED BY THE PROGRAM OR IN ANY VEHICLE DURING ANY PROGRAM SPONSORED ACTIVITY, IS LIMITED TO THE NUMBER OF PERSONS THE VEHICLE IS DESIGNED TO CARRY.
<input type="checkbox"/>	4002.31(s)	IN ALL PROGRAMS, CHILD CARE PERSONNEL SHALL ENSURE THAT INDIVIDUAL, AGE APPROPRIATE CHILD RESTRAINTS OR SEAT BELTS ARE PROVIDED FOR AND USED BY EACH CHILD IN ACCORDANCE WITH RSA 265:107-a 1.

CRITICAL RULES CHECKLIST

REQUIREMENTS FOR CHILD CARE PERSONNEL IN CENTER BASED PROGRAMS

- | | | |
|--------------------------|-----------------|---|
| <input type="checkbox"/> | 4002.32(n) | A CENTER DIRECTOR IN A GROUP CHILD CARE CENTER, CHILD CARE NURSERY, PRESCHOOL PROGRAM OR CENTER BASED NIGHT CARE PROGRAM SHALL BE AT LEAST 21 YEARS OF AGE, HAVE A HIGH SCHOOL DIPLOMA OR GENERAL EQUIVALENCY DIPLOMA, MINIMUM OF 1000 HOURS EXPERIENCE WORKING WITH CHILDREN IN A LICENSED CHILD CARE PROGRAM OR PUBLIC OR PRIVATE SCHOOL AND MEET ONE OF THE FOLLOWING PRE-SERVICE TRAINING/EDUCATION OPTIONS: |
| <input type="checkbox"/> | 4002.32(n)(1) | (1) AN ASSOCIATE'S DEGREE IN EARLY CHILDHOOD EDUCATION, AWARDED BY A REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY; |
| <input type="checkbox"/> | 4002.32(n)(2) | (2) AN ADDITIONAL 3000 HOURS OF EXPERIENCE WORKING WITH CHILDREN IN A LICENSED CHILD CARE PROGRAM OR IN A PUBLIC OR PRIVATE SCHOOL AND DOCUMENTATION OF A CDA AS DEFINED IN HE-C 4002.01 (j), IN CENTER BASED INFANT/TODDLER OR PRE-SCHOOL PROGRAMS, EXCEPT THAT AFTER DECEMBER 31, 2000, ONLY NON-EXPIRED CDAS SHALL BE ACCEPTABLE; |
| <input type="checkbox"/> | 4002.32(n)(3) | (3) AN ADDITIONAL 1500 HOURS OF EXPERIENCE WORKING WITH CHILDREN IN A LICENSED CHILD CARE PROGRAM OR IN A PUBLIC OR PRIVATE SCHOOL, PLUS DOCUMENTATION OF A NON-EXPIRED CDA IN CENTER BASED INFANT/TODDLER OR PRE-SCHOOL PROGRAMS, ACQUIRED THROUGH THE HEAD START PROGRAM, AND DOCUMENTATION OF EMPLOYMENT IN A HEAD START PROGRAM; |
| <input type="checkbox"/> | 4002.32(n)(4) | (4) A BACHELOR'S DEGREE IN EDUCATION, AWARDED BY A REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY; |
| <input type="checkbox"/> | 4002.32(n)(5) | (5) CERTIFICATION OF SUCCESSFUL COMPLETION OF TRAINING AS A MONTESSORI DIRECTOR ISSUED BY THE AMERICAN OR INTERNATIONAL MONTESSORI INSTITUTE; |
| <input type="checkbox"/> | 4002.32(n)(6)a. | (6) DOCUMENTATION OF 60 CREDITS, AWARDED BY A REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY, AT LEAST 24 OF WHICH SHALL BE IN EARLY CHILDHOOD EDUCATION, INCLUDING AT LEAST 3 CREDITS IN EACH OF THE FOLLOWING: |
| <input type="checkbox"/> | 4002.32(n)(6)b. | |
| <input type="checkbox"/> | 4002.32(n)(6)c. | |
| <input type="checkbox"/> | 4002.32(n)(7) | c. CHILD CARE ADMINISTRATION; |
| <input type="checkbox"/> | 4002.32(n)(8) | (7) DOCUMENTATION OF 60 CREDITS, AWARDED BY A REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY, AT LEAST 12 OF WHICH SHALL BE IN EARLY CHILDHOOD EDUCATION, PROVIDED THAT THE DEPARTMENT HAS APPROVED THE INDIVIDUAL AS QUALIFIED FOR THE POSITION OF AGENCY DIRECTOR OR CENTER DIRECTOR ON OR BEFORE DECEMBER 31, 2000; |
| <input type="checkbox"/> | 4002.32(n)(9) | (8) DOCUMENTATION OF 60 EARLY CHILDHOOD EDUCATION CREDITS, ACQUIRED THROUGH ANY COMBINATION OF CREDIT OR NON-CREDIT COURSES AWARDED BY A REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY, WORKSHOPS, CONFERENCE SESSIONS, OR OTHER TRAINING AS SPECIFIED IN HE-C 4002.32(J)(1) THROUGH (4), PROVIDED THAT ON OR BEFORE THE EFFECTIVE DATE OF THESE RULES, THE INDIVIDUAL HAS ACQUIRED THE CREDITS, BEEN APPROVED BY THE DEPARTMENT AS QUALIFIED FOR THE POSITION, AND IS EMPLOYED AS AN AGENCY DIRECTOR OR CENTER DIRECTOR. |
| <input type="checkbox"/> | 402.32(n)(10) | (9) WRITTEN DOCUMENTATION OF EMPLOYMENT AS AN AGENCY DIRECTOR IN A NEW HAMPSHIRE LICENSED CHILD CARE PROGRAM ON JULY 24, 1990 AND DOCUMENTATION THAT THE INDIVIDUAL HAD 5 YEARS EXPERIENCE IN THE POSITION OF AGENCY DIRECTOR ON THAT DATE; OR |
| | | (10) WRITTEN DOCUMENTATION DATED PRIOR TO JULY 24, 1990 THAT THE DEPARTMENT APPROVED AN INDIVIDUAL'S CREDENTIALS AS EQUIVALENT TO AN ASSOCIATE'S DEGREE IN EARLY CHILDHOOD EDUCATION. |

CRITICAL RULES CHECKLIST

<input type="checkbox"/>	4002.32(q)	CHILD CARE ASSISTANTS IN A GROUP CHILD CARE CENTER, CHILD CARE NURSERY, PRESCHOOL PROGRAM OR CENTER BASED NIGHT CARE PROGRAM, WHETHER PAID OR VOLUNTEER SHALL:
<input type="checkbox"/>	4002.32(q)(2)	(2) WORK WITH CHILDREN ONLY UNDER THE DIRECT SUPERVISION AND OBSERVATION OF A STAFF PERSON WHO MEETS AT LEAST THE MINIMUM QUALIFICATIONS OF AN ASSOCIATE TEACHER.
<input type="checkbox"/>	4002.32(r)	A CENTER DIRECTOR IN A SCHOOL AGE PROGRAM SHALL BE AT LEAST 20 YEARS OF AGE, HAVE A HIGH SCHOOL DIPLOMA OR GENERAL EQUIVALENCY DIPLOMA AND AT LEAST ONE OF THE FOLLOWING:
<input type="checkbox"/>	4002.32(r)(1)	(1) AN ASSOCIATE'S DEGREE IN EARLY CHILDHOOD EDUCATION, AWARDED BY A REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY;
<input type="checkbox"/>	4002.32(r)(2)	(2) DOCUMENTATION OF A CDA IN CENTER BASED INFANT/TODDLER OR PRE-SCHOOL PROGRAMS, EXCEPT THAT AFTER DECEMBER 31, 2000, ONLY NON-EXPIRED CDAS SHALL BE ACCEPTABLE;
<input type="checkbox"/>	4002.32(r)(3)	(3) A BACHELOR'S DEGREE IN EDUCATION OR RECREATION, AWARDED BY A REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY;
<input type="checkbox"/>	4002.32(r)(4)	(4) CERTIFICATION OF SUCCESSFUL COMPLETION OF TRAINING AS A MONTESSORI DIRECTOR ISSUED BY THE AMERICAN OR INTERNATIONAL MONTESSORI INSTITUTE AND 1000 HOURS EXPERIENCE WORKING WITH CHILDREN;
<input type="checkbox"/>	4002.32(r)(5)	(5) A TOTAL OF 12 CREDITS IN EARLY CHILDHOOD EDUCATION, HUMAN GROWTH AND DEVELOPMENT, EDUCATION OR RECREATION, AT LEAST 6 OF WHICH WERE AWARDED BY A REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY AND THE REMAINDER OF WHICH SHALL HAVE BEEN ACQUIRED THROUGH ANY COMBINATION OF CREDIT COURSES OR NON-CREDIT COURSES OFFERED BY A REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY, WORKSHOPS, CONFERENCE SESSIONS, OR OTHER TRAINING AS SPECIFIED IN HE-C 4002.32(J)(1) THROUGH (4), PLUS 1,000 HOURS OF EXPERIENCE WORKING WITH CHILDREN; OR
<input type="checkbox"/>	4002.32(r)(6)	(6) EXPERIENCE WORKING WITH CHILDREN TOTALING 2000 HOURS.
<input type="checkbox"/>	4002.32(t)	A CHILD CARE ASSISTANT IN A SCHOOL AGE PROGRAM, WHETHER PAID OR VOLUNTEER, SHALL:
<input type="checkbox"/>	4002.32(t)(2)	(2) WORK WITH CHILDREN ONLY WHEN UNDER THE SUPERVISION AND OBSERVATION OF A CENTER DIRECTOR, OR TEACHER AS DESCRIBED IN THIS SECTION.
GROUP CHILD CARE CENTER		
<input type="checkbox"/>	4002.33(d)	GROUP CHILD CARE CENTERS NOT LICENSED AS SCHOOL AGE PROGRAMS SHALL NOT CARE FOR MORE THAN 5 SCHOOL AGE CHILDREN ENROLLED IN A FULL DAY SCHOOL PROGRAM IN ACCORDANCE WITH RSA 170-E:2, IV(G).
<input type="checkbox"/>	4002.33(e)	GROUP CHILD CARE CENTERS NOT LICENSED AS CHILD CARE NURSERIES SHALL NOT CARE FOR MORE THAN 4 CHILDREN YOUNGER THAN 36 MONTHS OF AGE IN ACCORDANCE WITH RSA 170-E: 2, IV(D).

CRITICAL RULES CHECKLIST

FAMILY AND FAMILY GROUP CHILD CARE	
<input type="checkbox"/> 4002.37(b) <input type="checkbox"/> 4002.37(b)(1) <input type="checkbox"/> 4002.37(b)(2) <input type="checkbox"/> 4002.37(b)(2)a. <input type="checkbox"/> 4002.37(b)(2)b.	TO QUALIFY AS A FAMILY OR FAMILY GROUP CHILD CARE PROVIDER AN INDIVIDUAL SHALL BE: (1) AT LEAST 21 YEARS OF AGE; OR (2) AT LEAST 18 YEARS OF AGE AND SUBMIT WITH HIS/HER APPLICATION, DOCUMENTATION THAT HE OR SHE HAS A HIGH SCHOOL DIPLOMA OR GENERAL EQUIVALENCY DIPLOMA AND AT LEAST ONE OF THE FOLLOWING: a. SUCCESSFUL COMPLETION OF A 2 YEAR CHILD CARE CURRICULUM APPROVED BY THE DEPARTMENT OF EDUCATION; OR b. COLLEGE COURSES, TOTALING 6 CREDITS, IN HUMAN GROWTH AND DEVELOPMENT OR EARLY CHILDHOOD EDUCATION
<input type="checkbox"/> 4002.37(k) <input type="checkbox"/> 4002.37(k)(1) <input type="checkbox"/> 4002.37(k)(2)	IN A FAMILY CHILD CARE HOME THE MAXIMUM NUMBER OF CHILDREN THAT ONE FAMILY CHILD CARE PROVIDER OR FAMILY CHILD CARE WORKER CAN CARE FOR SHALL BE 6 PRESCHOOL CHILDREN PLUS 3 SCHOOL AGE CHILDREN WHO ARE ENROLLED IN AND ATTENDING A FULL DAY SCHOOL PROGRAM, PROVIDED THAT: (1) OF THE 6 PRESCHOOL CHILDREN, A MAXIMUM OF 4 CHILDREN SHALL BE YOUNGER THAN 36 MONTHS OF AGE; AND (2) OF THE 6 PRESCHOOL CHILDREN, A MAXIMUM OF 2 CHILDREN SHALL BE YOUNGER THAN 24 MONTHS OF AGE.
<input type="checkbox"/> 4002.37(l) <input type="checkbox"/> 4002.37(l)(1)	(l) IN A FAMILY CHILD CARE HOME THE MAXIMUM NUMBER OF CHILDREN THAT A FAMILY CHILD CARE PROVIDER AND A FAMILY CHILD CARE WORKER OR ASSISTANT CAN CARE FOR SHALL BE 6 PRESCHOOL CHILDREN PLUS 3 SCHOOL AGE CHILDREN WHO ARE ENROLLED IN A FULL DAY SCHOOL PROGRAM, PROVIDED THAT: (1) OF THE 6 PRESCHOOL CHILDREN, A MAXIMUM OF 4 CHILDREN SHALL BE YOUNGER THAN 36 MONTHS OF AGE; AND
<input type="checkbox"/> 4002.37(m)	FAMILY GROUP CHILD CARE HOMES IN WHICH A FAMILY CHILD CARE PROVIDER OR FAMILY CHILD CARE WORKER IS WORKING ALONE SHALL COMPLY WITH THE LIMITS FOR A FAMILY CHILD CARE HOME WITH ONE PROVIDER AS SPECIFIED IN (K) ABOVE.
<input type="checkbox"/> 4002.37(n) <input type="checkbox"/> 4002.37(n)(1)	IN A FAMILY GROUP CHILD CARE HOME THE MAXIMUM NUMBER OF CHILDREN THAT A FAMILY GROUP CHILD CARE PROVIDER AND A FAMILY CHILD CARE WORKER OR ASSISTANT CAN CARE FOR SHALL BE 12 PRE-SCHOOL CHILDREN PLUS 5 SCHOOL AGE CHILDREN ENROLLED IN A FULL DAY SCHOOL PROGRAM, PROVIDED THAT: (1) OF THE 12 PRESCHOOL CHILDREN, A MAXIMUM OF 4 CHILDREN SHALL BE YOUNGER THAN THE AGE OF 36 MONTHS; AND
NIGHT CARE PROGRAM	
<input type="checkbox"/> 4002.38(a)	ANY GROUP CHILD CARE CENTER, CHILD CARE NURSERY, PRESCHOOL PROGRAM, SCHOOL AGE PROGRAM, FAMILY CHILD CARE HOME OR FAMILY GROUP CHILD CARE HOME WHICH INTENDS TO PROVIDE CHILD CARE SERVICES DURING THE EVENING OR NIGHT TIME HOURS, BETWEEN 7:00 PM AND 6:00 AM SHALL BE LICENSED TO OPERATE AS A NIGHT CARE PROGRAM.