



Delacare Center Regulation Changes
Effective January 1, 2016

1. OCCL must be notified within five business days of the resignation, termination, transfer, or hiring of the early childhood or school-age administrator, early childhood curriculum coordinator, or school-age site coordinator. (13B)
2. When known to the center, OCCL must be notified within one business day when a child is injured at the center and receives medical/dental treatment other than first aid at the center. A written incident report must be sent to OCCL within three business days. (13C)
3. When known to the center, OCCL must be notified within one business day when a child has medical treatment due to an adverse effect to medication or a medication error happened (such as administering the wrong medication to a child, administering the wrong dose, failure to administer the medication, administering a medication to the wrong child, or administering the medication by the wrong route). A written incident report must be sent to OCCL within three business days. (13C)
4. Phone calls from OCCL must be returned within two business days. (13E)
5. Child and staff attendance records are to be kept for three months. (16)
6. Only diplomas and degrees from regionally accredited schools will be accepted to become qualified. Exemptions may be made for someone already enrolled and actively working to complete a non-regionally accredited program. Anyone in this position should contact OCCL immediately. (27)
7. Children's files are to be complete at enrollment, except for health appraisal. (19)
8. Parent/guardian cell phone numbers are required, if applicable. (19)
9. Emergency numbers for two people authorized for the release of a child are required. These may include parents or guardians. (19)
10. Written parent permission for swimming activities is required. (19)
11. Transportation arrangements to and from the child's school must be documented with the parents and school. (53D)
12. Children's files are to be kept for three months after the child departs from care. (19)
13. Staff files are to be complete at hire, except for fingerprint verification, health appraisal, professional development plan, and annual training hours. (20)
14. Service letters or documentation showing at least two requests were made to receive service letters are required. Two additional references are required if unable to obtain at least one service letter. (20)

15. Fingerprinting must be scheduled before the staff works with children. (20)
16. The drug and alcohol prohibition acknowledgment must be signed. (20)
17. Safe sleep procedures for centers serving infants and child abuse recognition and reporting need to be reviewed at hire and yearly. Written documentation is required. (20)
18. Staff files are to be kept for three months after staff leaves employment. (20)
19. The fingerprint receipt is required within 30 days of starting employment. Staff cannot be left alone with children until the results of the state police background check are received. (22C)
20. Orientation for staff now needs to include safe sleep procedures including prevention of sudden infant death syndrome, shaken baby syndrome and abusive head trauma; prevention and response to emergencies due to food allergies; building and physical premises safety; handling and storage of hazardous materials; proper disposal of bio-contaminants; food and nutrition services; physical activity; screen time; photographing or videotaping children; and transporting children. Written documentation is required. (25)
21. If a person submits fraudulent qualifications information to OCCL or DE First, new or revised information will not be accepted for one year. (27Cii)
22. Diplomas and degrees from another country must be evaluated by a DE First approved independent credentialing agency. (27Civ)
23. A staff member qualified as at least an EC teacher must be designated to be in charge in the absence of the EC administrator or EC curriculum coordinator. This person needs documented training in the day-to-day operations of the center such as the center's emergency procedures, opening/closing procedures, location of and access to child and staff files, and supervision of children and staff. (28Di)
24. Texting or other cell phone usage by staff is not allowed when providing direct care to children. (28F)
25. Annual training hours are not required for staff who have worked for less than six months. Staff employed more than six months, but less than a year, must have only half of the required annual training hours. (32D)
26. First Aid and CPR must be completed within 2 months of hire. (34A)
27. Transition plans are needed when enrolling a child. (35A)
28. The center must have security procedures. (36A)
29. Classrooms and indoor areas used by children must be between 68°F - 82°F. (36Q)
30. Children's storage space/cubbies must be labeled. (38C)
31. Trampolines are prohibited. Bouncy houses may be used for special occasions only. (40E)

32. Children over age one must wear a helmet when riding bikes or toys with over 20 inch wheels, when using wheeled equipment (roller blades, skateboards, etc.) , and while standing on scooters with handles. (41)
33. Pack and plays cannot have ripped mesh. (42B)
34. Blankets are no longer allowed in cribs with infants. (42Dii)
35. Toys or objects attached to sleeping equipment are no longer allowed. (42Dii)
36. If the center allows swaddling, a swaddle-blanket sleeper and written parent permission are required. (42Div)
37. Sleep positioning devices may be used if a doctor's note is provided. It must explain how the infant is to be placed and how to use the device. (42E)
38. Only liquid soap can be used in the bathroom. (43F)
39. Emergency plans must also include: communication and reunification with families; accommodations of infants, toddlers, and children with disabilities or chronic medical conditions; continuation of child care services in the period following the emergency disaster; and lock down procedures. (49)
40. The center must have a working voicemail and report a phone number change to OCCL and parents within one business day. (52A)
41. The new ratios for field trips and routine program outings when vehicles are not used must be followed. The staff/child ratios are infant: 1-to-2, young toddler: 1-to-4, older toddler: 1-to-6, young preschool: 1-to-8, older preschool: 1-to-10, and school-age: 1-to-15. Two staff must be present unless the children are school-age. (54)
42. Children are to be looked at when they arrive to check for signs of illness, injury, or signs of abuse or neglect. The staff viewing the child is to be trained in health exclusions, communicable disease, physical injury, and abuse and neglect. Specific concerns and observations are to be documented as well as steps taken to assist the child. If child abuse and neglect is suspected you need to call the Child Abuse Report Line @ 1 800 292-9582. (58)
43. Adverse effects/medication errors must be reported to the child's parent immediately. (60E)
44. A parent/guardian must be notified immediately when a serious or potentially serious injury happens. Serious injury means any impact to a child's head, any injury which creates a substantial risk of death, disfigurement, extended damage of health, or loss or damage to a body part. (61Ai)
45. Less serious injuries require the parent/guardian/authorized release to be notified before the child leaves the center. (61Ai)
46. The parent/guardian/authorized release must sign the accident report before the child leaves care for the day. (61Aii)
47. The center must record all attempts to notify the parent of a serious injury. (61Aiii)

48. The center must immediately notify the parent/guardian about significant medical events, such as a seizure, asthma attack, or severe allergic reaction. (61B)
49. Water must be available at all times, indoors and outdoors. (63A)
50. The center is to have a clean and private designated space for breastfeeding. The bathroom and kitchen cannot be used for this space. (63B)
51. A center must provide meals and snacks unless parents are informed at the time of application that the center does not provide food. The center must inform parents of the importance of child nutrition. (63D)
52. Children over two are not allowed to be served whole milk when the center provides meals/snacks. (63H)
53. Changes to the menu must be documented on or before the date the food is served. (63Hv)
54. Staff who work with infants must be trained on handling, storing, preparing, and feeding breast milk and formula. (64A)
55. Juice may be served in a bottle with written parent permission. (64Cxiv)
56. Children cannot be physically restrained. (65E)
57. Lesson plans must be posted. (66Ci)
58. Screen time activities now include all electronic equipment with a screen. (66J)
59. Infant/toddler development plans must be completed within 45 days of enrollment. (67B)
60. Walkers cannot be used without a doctor's note. (68E)
61. Thirty minute sleep checks for infants must be conducted and documented. (68G)
62. Infant and toddlers may spend no more than 30 minutes while awake in confining equipment. Infants must be given something to do during this time. (69 A&B)
63. If responsible for more than one center, a SA administrator must document a 30 minute visit to each school-age center per week. (78A)
64. A staff member qualified as at least a SA assistant must be designated to be in charge in the absence of the SA administrator or SA site coordinator. This person needs documented training in the day-to-day operations of the center such as the center's emergency procedures, opening/closing procedures, location of and access to child and staff files, and supervision of children and staff. (78F)