



# STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR  
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES  
KEVIN W. CONCANNON, DIRECTOR

January 6, 2004

## GENERAL LETTER NO. 12-E-AP-24

ISSUED BY: Division of Behavioral, Developmental, and Protective Services for Families, Adults and Children

SUBJECT: Employees' Manual, Title 12, Chapter E, **CHILD CARE CENTER APPENDIX**, Title page, revised; Contents (page 1), revised; pages 1 through 13, revised; and the following forms:

470-0722	<i>Application for a License to Operate a Child Care Center</i> , revised
470-0618	<i>Certificate of License</i> , revised
470-0724	<i>Child Care Center Evaluation and Recommendation for License</i> , revised
595-1396	<i>DHS Criminal History Record Check</i> , new
595-1396(S)	<i>DHS Criminal History Record Check (Spanish)</i> , new
470-4036	<i>Gold Seal Child Care Providers</i> , new
470-3940	<i>Licensing Regulation Checklist</i> , new
470-0728	<i>Notice of Action</i> , revised
470-0602	<i>Notice of Decision: Services</i> , new
470-2386	<i>Record Check Decision</i> , revised
470-2386(S)	<i>Record Check Decision (Spanish)</i> , new
470-2310	<i>Record Check Evaluation</i> , revised
470-2310(S)	<i>Record Check Evaluation (Spanish)</i> , new
470-0643	<i>Request for Child Abuse Information</i> , revised
Comm. 204	<i>Child Care Centers and Preschools Licensing Standards and Procedures</i> , revised

### Summary

All instructions and forms have been revised to reflect the current forms used, and the instructions have been reorganized to the current format. The changes made to Comm. 204 (formerly SS-0711) are as follows:

- ◆ The contact information for Department staff involved in child care center licensing and technical assistance resources is updated.
- ◆ Pages 3 and 4, Definitions. The definitions of child, child care center, and registered child development home are revised to be consistent with Iowa Code Chapter 237A, as amended by 2002 Iowa Acts, Chapter 1142.

- ◆ Page 5, When a License Is Required. The revision clarifies when a new license must be obtained and what must be submitted.
- ◆ Page 6, Programs That Are Not Required to Be Licensed. This section is revised to be consistent with consistent with Iowa Code Chapter 237A, as amended by 2002 Iowa Acts, Chapter 1142, with changes to licensing exemptions.
- ◆ Page 11, Approval for a Full License. This section is revised to reflect the increase in the duration of a full license from 12 months to 24 months as directed by 2002 Iowa Acts, Chapter 1142.
- ◆ Pages 12 and 13, Denial and Suspension and Revocation. These sections are revised to incorporate changes made to limits on involvement with child care by 2003 Iowa Acts, Senate File 351.
- ◆ Page 15, Licensing File. The licensing file section is revised to reflect the public nature of licensing files.
- ◆ Page 21 through 23, State Contacts. This information is updated.
- ◆ Page 45 and 49, Personnel. A change is made to the experience requirements to reflect the name change of “registered child care home” to “registered child development home.”
- ◆ Page 56, Record Checks and Evaluations. This section is revised to incorporate changes made to record checks, record check evaluations, and involvement with child care made in 2003 Iowa Acts, Senate File 351. This revision replaces the letter sent to all directors on July 23, 2003.
- ◆ Page 61 through 63, Mandatory Reporting and Universal Precautions. These sections are revised to reflect:
  - The change to child abuse mandatory reporting training. This revision replaces the letter sent to all directors on May 16, 2002.
  - The Occupational Health and Safety Administration’s regulations for universal precautions training and the National Health and Safety Performance standards for the handling of breast milk.
- ◆ Page 81, Personnel Records. This section is revised to provide additional information on how to document training in the personnel file for first aid and CPR and where to send criminal history record check forms.
- ◆ Page 87, Immunization Certificates. This section is updated to reflect the current immunizations required for children to enroll in child care.
- ◆ Page 97, Infectious Disease Control. This section is updated to reflect the National Health and Safety Performance standards. These changes include:
  - Information about handling human milk. The Centers for Disease Control and Prevention now knows that people who handle human milk in child care settings are at low risk for getting an infection from human milk. Gloves are not required for feeding or handling human milk. Gloves are not required for cleaning up spills of human milk
  - Correction of the ratio error in the disinfectant bleach water solution.

- ◆ Page 104 and 1050, First-Aid Kits. This section is revised to:
  - Be consistent with the 2002 Edition of the National Health and Safety Performance standards for the contents of a first aid kit.
  - Identify when a fanny pack may be a first-aid kit in an outdoor play area and what it must contain.
- ◆ Page 118, Facility Requirements. This section is revised to clarify that outdoor play areas can be a place where children develop physical, intellectual, emotional and social skills.
- ◆ Page 131, Environmental Hazards: Lead Based Paints. This section is updated to provide resource information on how to conduct a visual assessment of lead paint and the need to eliminate lead hazards.
- ◆ Page 169, Food Preparation, Storage and Sanitation. This section is updated to:
  - Be consistent with the 2002 Edition of the National Health and Safety Performance standards for dishwashing.
  - Recommend commercial grade dishwashers for large centers.
- ◆ Pages 171 through 178, Qualifications. These worksheets are updated to reflect the name change from “registered child care home” to “registered child development home” and to correct the requirements in the supervisor worksheet.
- ◆ Pages 187 through 190, Record Check Evaluation. The revised version of this form in both English and Spanish, Forms 470-2310 and 470 2310(S), Rev. 06/03, are now included in the handbook.

### **Effective Date**

Upon receipt.

### **Material Superseded**

Remove the entire Chapter E, Appendix, from Employees’ Manual, Title 12, and destroy it. This includes the following:

<u>Page</u>	<u>Date</u>
Title page	January 18, 1977
Contents (page 1)	June 20, 1989
SS-3104 (470-0722)	2/86
1	January 18, 1977
2	June 17, 1980
SS-1203-3	1/80
H-7014	Undated
3	February 20, 1979
4	October 11, 1977
SS-3206 (470-0724)	7/88
5, 6	June 20, 1989

SS-3307 (470-0728)	7/86
SS-0711 (185 pages)	10/99
7	June 19, 1984
8, 9	April 12, 1988
SS-1207-3 (470-0622)	4/88
SS-2203 (470-0694)	7/87
10, 11	June 20, 1989
SS-1606-0 (470-0643)	8/84
12, 13	April 12, 1988
470-2310	4/88
470-2386	2/88

### **Additional Information**

If you have questions about these manual changes, feel free to contact the child care center licensing program manager at (515) 281-3582 or by e-mail at [jvonarb@dhs.state.ia.us](mailto:jvonarb@dhs.state.ia.us).



# STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR  
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES  
KEVIN W. CONCANNON, DIRECTOR

August 20, 2004

## GENERAL LETTER NO. 12-E-AP-25

ISSUED BY: Division of Behavioral, Developmental, and Protective Services for Families, Adults and Children

SUBJECT: Employees' Manual, Title 12, Chapter E, **CHILD CARE CENTER APPENDIX**, Contents (page 1), revised; page 3, revised; page 2a, new; and the following forms:

470-4067	<i>Child Care Center Complaint</i> , new
470-0724	<i>Child Care Center Evaluation and Recommendation for License</i> , revised

### Summary

The *Child Care Center Evaluation and Recommendation for License*, form 470-0724, and corresponding instructions have been revised to eliminate the use of this form for complaint inspections. A new complaint report form called *Child Care Center Complaint*, form 470-4067, has been added along with instructions.

### Effective Date

Upon receipt.

### Material Superseded

Remove the following pages from Employees' Manual, Title 12, Chapter E, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 1)	January 6, 2004
3	January 6, 2004
470-0724	10/02

### Additional Information

If you have questions about these manual changes, feel free to contact the child care center licensing program manager at (515) 281-3582 or by e-mail at [jvonarb@dhs.state.ia.us](mailto:jvonarb@dhs.state.ia.us).



# STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR  
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES  
KEVIN W. CONCANNON, DIRECTOR

May 6, 2005

## GENERAL LETTER NO. 12-E-AP-26

ISSUED BY: Division of Behavioral, Developmental, and Protective Services for Families, Adults and Children

SUBJECT: Employees' Manual, Title 12, Chapter E, **CHILD CARE CENTER APPENDIX**, pages 8 and 12, revised; and the following forms:

470-3940      *Licensing Regulation Checklist*, revised  
470-0602      *Notice of Decision: Services*, revised  
Comm. 204      *Child Care Centers and Preschools Licensing Standards and Procedures*, pages 12, 13, 21, 22, 23, 94, 119, 132, 135, and form 470-3940, *Licensing Regulation Checklist*, revised

### Summary

This appendix is revised to:

- ◆ Update form 470-3940, *Licensing Regulation Checklist*, to correct rule citations and language for record checks.
- ◆ Update the appeal rights and the policy on nondiscrimination on form 470-0602, *Notice of Decision: Services*. The instructions are also updated to reflect that printed supplies of this form are no longer available.
- ◆ Change the instructions for form 470-0643, *Request for Child Abuse Information*, to reflect that printed supplies of this form are no longer available.
- ◆ Update Comm. 204, *Child Care Centers and Preschools Licensing Standards and Procedures*, as follows:
  - Revise pages 12 and 13 to make the basis for denial, suspension, and revocation of a license consistent with the language in the licensing rule when the negative action taken is related to a found abuse and criminal record which merit prohibition of a license.
  - Revise pages 21 through 23 to update contact information for the child care consultants and Child Care Resource and Referral.
  - Revise page 94 to delete the reference to syrup of ipecac.
  - Revise pages 119 and 132 to delete a reference to an appendix that does not exist.
  - Revise page 135 to reflect the Iowa Radon Coalition telephone number change.

**Effective Date**

May 1, 2005

**Material Superseded**

Remove the following pages from Employees' Manual, Title 12, Chapter E, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
470-3940 (after p. 6)	10/03
8	January 6, 2004
470-0602	8/00
12	January 6, 2004
Comm. 204	
pp. 12, 13, 21-23, 94, 119, 132, 135	12/03
470-3940 (at the end of the booklet)	10/03

**Additional Information**

If you have questions about these manual changes, feel free to contact your child care consultant for licensing.



# STATE OF IOWA

CHESTER J. CULVER, GOVERNOR  
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES  
EUGENE I. GESSOW, DIRECTOR

March 13, 2009

## GENERAL LETTER NO. 12-E-AP-27

ISSUED BY: Bureau of Child Care and Community Services  
Division of Child and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter E, **CHILD CARE CENTER APPENDIX**, Title page, revised; Contents (page 1), revised; pages 1 through 13, revised; pages 14, 15, and 16, new; and the following forms:

- 470-0722 *Application for a License to Operate a Child Care Center*, revised
- 470-0722(S) *Application for a License to Operate a Child Care Center* (Spanish), new
- 470-0618 *Certificate of License*, unchanged
- 470-4067 *Child Care Center Complaint*, revised
- 470-4067(S) *Child Care Center Complaint* (Spanish), new
- 470-0724 *Child Care Center Evaluation and Recommendation for License*, revised
- 470-0724(S) *Child Care Center Evaluation and Recommendation for License* (Spanish), new
- 595-1396 *DHS Criminal History Record Check*, revised
- 595-1396(S) *DHS Criminal History Record Check* (Spanish), revised
- 470-3940 *Licensing Regulation Checklist*, revised
- 470-4243 *Notice of Action for Child Care Centers*, new
- 470-4243(S) *Notice of Action for Child Care Centers* (Spanish), new
- 470-0602 *Notice of Decision: Services*, revised
- 470-0602(S) *Notice of Decision: Services* (Spanish), new
- 470-4690 *Permission to Open Without a License*, new
- 470-4690(S) *Permission to Open Without a License* (Spanish), new
- 470-2386 *Record Check Decision*, unchanged
- 470-2386(S) *Record Check Decision* (Spanish), unchanged
- 470-2310 *Record Check Evaluation*, unchanged
- 470-2310(S) *Record Check Evaluation* (Spanish), unchanged
- 470-0643 *Request for Child Abuse Information*, revised
- 470-4528 *Request for Child Care Training Approval*, new
- Comm. 204 *Child Care Centers and Preschools Licensing Standards and Procedures*, revised



## Summary

This chapter is revised to:

- ◆ Update form 470-0722, *Application for a License to Operate a Child Care Center*, to add financial type and expand the description of program services, schedule, and hours of operation and add a Spanish version.
- ◆ Update 470-4067, *Child Care Center Complaint*, to the version issued through the CLICS system and add a Spanish version.
- ◆ Update 470-0724, *Child Care Center Evaluation and Recommendation for License*, to the version issued through the CLICS system and add a Spanish version.
- ◆ Update forms 595-1396 and 595-1396(S), *DHS Criminal History Record Check*, as the Division of Criminal Investigations (DCI) has moved to a new address and has a new telephone number.
- ◆ Remove form 470-4036, *Gold Seal Child Care Providers*, as this program is no longer in operation.
- ◆ Update form 470-3940, *Licensing Regulation Checklist*, to add legislative requirements on smoking, including posting of no-smoking signs.
- ◆ Replace form 470-0728, *Notice of Action*, with form 470-4243, *Notice of Action for Child Care Centers*, issued through the CLICS system and add a Spanish version.
- ◆ Update the appeal rights and the policy on nondiscrimination on form 470-0602, *Notice of Decision: Services*, and add a Spanish version.
- ◆ Add newly numbered form 470-4690, *Permission to Open Without a License*, issued through the CLICS system and add a Spanish version.
- ◆ Update form 470-0643, *Request for Child Abuse Information*, to change the procedure and address for appeals of abuse reports.
- ◆ Add new form 470-4528, *Request for Child Care Training Approval*, used to document approval of a training provider that is not on the preapproved list.
- ◆ Update Comm. 204, *Child Care Centers and Preschools Licensing Standards and Procedures*, as follows:
  - Cover page verifying update
  - Update contact information on the welcome page
  - Table of Contents – removal of Transition (pg 53) and re-pagination
  - Applying for a license to operate – misspelling of fire marshal
  - Update child care consultant map
  - Update child care resource and referral agencies section
  - Remove references to the talk line under “Iowa Resources”
  - Add the new publication date for the Handbook for Public Playground Safety
  - Add Internet web sites addresses of PITC and ZTT

- Add reference to the Smoke Free Air Act and information on required postings
- Remove the "Transition" section
- Add changes to policy on "Volunteers and Substitutes" from November 11, 2006
- Correct the first sentence in the last paragraph under "Staff Ratio"
- Add new example under "Examples of Determining Ratio"
- Remove references to the talk line under "Immunization Certificates"
- Update guidance on the content of the first-aid kit
- Add changes to "Transportation" requirements from July 1, 2004
- Correct other references

### **Effective Date**

Immediately.

### **Material Superseded**

Remove the entire Chapter E, Appendix, Employees' Manual, Title 12, and destroy it. This includes the following pages:

<u>Page</u>	<u>Date</u>
Title page	January 6, 2004
Contents (p. 1)	August 20, 2004
470-0722	12/02
1, 2	January 6, 2004
470-0618	2/00 (reprinted)
470-4067	7/04
2a	August 20, 2004
470-0724	7/04
3	August 20, 2004
4	January 6, 2004
595-1396	8/96
595-1396(S)	8/96
470-4036	10/03
5, 6	January 6, 2004
470-3940	5/05
7	January 6, 2004
8	May 6, 2005
470-0602	10/04
9, 10	January 6, 2004
470-2386	6/03 (reprinted)
470-2386(S)	6/03 (reprinted)
470-2310	6/03 (reprinted)
470-2310(S)	6/03 (reprinted)
11	January 6, 2004
12	May 6, 2005
470-0643	12/02
13	January 6, 2004

<b>Comm. 204</b>	(entire document)
Cover page	12/03
Welcome page	12/03
Contents (pps. 1-5)	12/03
Title page (Part I)	12/03
3-11	12/03
12, 13	5/05
14-17	12/03
Title page (Part II)	12/03
21-23	5/05
24-27	12/03
Title page (Part III)	12/03
31-93	12/03
94	5/05
95-104	12/03
105-118	10/03
119	5/05
120	12/03
121-130	10/03
131	12/03
132	5/05
133, 134	10/03
135	5/05
136	12/03
137-172	10/03
Title page (Part IV)	10/03
169, 171-183	10/03
595-1396	8/96
470-2310	6/03
470-2310 (Spanish)	6/03
470-3940 (15 pgs.)	5/05
Back page	undated

### **Additional Information**

Destroy existing supplies of forms 595-1396 and 595-1396(S), *DHS Criminal History Record Check*, as they are outdated. Reorder the English version of the form from Iowa Prison Industries at Anamosa in the usual manner. The Spanish version will no longer be printed. Print or photocopy supplies from the sample in the manual.

Refer questions about this general letter to Janice Von Arb at the Division of Field Office Support's Service Help Desk.



# STATE OF IOWA

CHESTER J. CULVER, GOVERNOR  
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES  
CHARLES J. KROGMEIER, DIRECTOR

September 4, 2009

## GENERAL LETTER NO. 12-E-AP-28

ISSUED BY: Bureau of Child Care and Community Services  
Division of Child and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter E, **CHILD CARE CENTER APPENDIX**, Comm. 204, *Child Care Centers and Preschools Licensing Standards and Procedures*, page 21, revised.

### Summary

Comm. 204, *Child Care Centers and Preschools Licensing Standards and Procedures*, is revised to update the child care consultant map.

### Effective Date

Immediately.

### Material Superseded

Remove the following page from Employees' Manual, Title 12, Chapter E, Appendix, and destroy it:

Page

Date

Comm. 204  
21

August 2008

### Additional Information

Refer questions about this general letter to Janice Von Arb at the Division of Field Office Support's Service Help Desk.



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

November 16, 2012

## GENERAL LETTER NO. 12-E-AP-29

ISSUED BY: Bureau of Child Care  
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter E, **CHILD CARE CENTER  
APPENDIX**, the following forms:

470-0722	<i>Application for a License to Operate a Child Care Center, revised</i>
470-0722(S)	<i>Application for a License to Operate a Child Care Center (Spanish), revised</i>
470-4690	<i>Permission to Open Without a License, revised</i>
470-4690(S)	<i>Permission to Open Without a License (Spanish), revised</i>
470-2310	<i>Record Check Evaluation, revised</i>
470-2310(S)	<i>Record Check Evaluation (Spanish), revised</i>
Comm. 204	<i>Child Care Centers and Preschools Licensing Standards and Procedures, forms 470-2310 and 470-2310(S), Record Check Evaluation, revised</i>

## Summary

Chapter 12-E-Appendix is revised to:

- ◆ Add language requiring applicants to disclose previous revocation of licensure from another state or jurisdiction to forms 470-0722 and 470-0722(S), *Application for a License to Operate a Child Care Center*.
- ◆ Update the letterhead on forms 470-4690 and 470-4690(S), *Permission to Open Without a License*, to reflect the current Governor, Terry E. Branstad; Lieutenant Governor, Kim Reynolds; and Director, Charles M. Palmer.
- ◆ Change the address of the Central Abuse Registry from 5<sup>th</sup> Floor, 1305 E. Walnut, to PO Box 4826 on forms 470-2310 and 470-2310(S), *Record Check Evaluation*.

## Effective Date

Immediately.

### **Material Superseded**

This material replaces the following pages from Employees' Manual, Title 12, Chapter E, Appendix:

<u>Page</u>	<u>Date</u>
470-0722	8/08
470-0722(S)	2/09
470-4690	2/09
470-4690(S)	2/09
470-2310	6/03
470-2310(S)	6/03
Comm. 204	
470-2310(S)	6/03
470-2310	6/03

### **Additional Information**

Refer questions about this general letter to the State Child Care Licensing Administrator, Todd Savage, or the State Child Care Regulatory Program Manager, Mykala Robinson.



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

November 8, 2013

## GENERAL LETTER NO. 12-E-AP-30

ISSUED BY: Bureau of Child Care  
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter E, **CHILD CARE CENTER APPENDIX**, Title page, revised; Contents (page 1), revised; pages 6 through 16, revised; page 17, new; and the following forms:

470-5152      *Child Care Provider Physical Examination Report*, new  
470-5152(S)   *Child Care Provider Physical Examination Report*  
(Spanish), new

### Summary

Chapter 12-E-Appendix is revised to add form 470-5152, *Child Care Provider Physical Examination Report*, and its Spanish translation, form 470-5152(S). This form is to be used by all employees and household members of child care facilities to meet the rule requirements regarding physical examinations. The new rules implementing use of this form go into effect on November 1, 2013.

### Effective Date

November 1, 2013

### Material Superseded

This material replaces the following pages from Employees' Manual, Title 12, Chapter E, Appendix:

<u>Page</u>	<u>Date</u>
Title page	March 13, 2009
Contents (page 1)	March 13, 2009
6-16	March 13, 2009

### Additional Information

Refer questions about this general letter to Mykala Robinson, Child Care Regulatory Program Manager.



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

November 21, 2014

## GENERAL LETTER NO. 12-E-AP-31

ISSUED BY: Bureau of Child Care  
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter E, **CHILD CARE CENTER APPENDIX**, pages 14 and 16, revised; and the following forms:

470-2310	<i>Record Check Evaluation</i> , revised
470-2310(S)	<i>Record Check Evaluation (Spanish)</i> , revised
470-4528	<i>Request for Child Care Training Approval</i> , revised

### Summary

Chapter 12-E-Appendix is revised to:

- ◆ Modify form 470-2310, *Record Check Evaluation*, and its Spanish translation, form 470-2310(S). The modifications allow for:
  - Consistent use among all programs, including health care facilities, foster and adoptive care, and child care.
  - A streamlined and consistent process for record check evaluations and centralization of the record check process.

Modifications include changes to:

- Part A to include information on the entity requesting the evaluation.
  - Part B to identify the person being evaluated. Part B previously identified the requesting entity.
  - Part C to include the evaluation determinations and notice of decision.
  - Part D that the applicant completes. Part D was previously completed by the person requesting the evaluation.
- ◆ Revise form 470-4528, *Request for Child Care Training Approval*, to update the address and email for submitting the form and additional requested materials.

### Effective Date

Immediately.



### **Material Superseded**

This material replaces the following pages from Employees' Manual, Title 12, Chapter E, Appendix:

<u>Page</u>	<u>Date</u>
14	November 8, 2013
470-2310	6/11
470-2310(S)	6/11
16	November 8, 2013
470-4528	12/08

### **Additional Information**

Refer questions about this general letter to Ryan Page, Child Care Regulatory Program Manager.



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

March 27, 2015

## GENERAL LETTER NO. 12-E-AP-32

ISSUED BY: Bureau of Child Care  
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter E, **CHILD CARE CENTER APPENDIX**, Comm. 204, *Child Care Centers and Preschools Licensing Standards and Procedures*, Cover page, revised; Welcome page, revised; Contents (pages 1 through 5), revised; pages 4, 8, 21 through 24, 26, 27, 36, 37, 38, 53, 55 through 60, 80, 81, 103, 104, 106, 133, 145, 146, and 161, revised; pages 36a and 114a, new; and form 470-2310 and 470-2310(S), *Record Check Evaluation*, revised.

### Summary

Comm. 204, *Child Care Centers and Preschools Licensing Standards and Procedures*, is revised to:

- ◆ Update the contact information for the Child Care Licensing Program Manager identified for prospective providers.
- ◆ Update the definition of program exemption.
- ◆ Update the child care consultants area map.
- ◆ Include information regarding the Quality Rating System.
- ◆ Include contact information for Child Care Resource and Referral under Iowa Resources.
- ◆ Include First Children's Finance as a national resource.
- ◆ Include a link to the Prepare Iowa website.
- ◆ Update information regarding:
  - Written policy requirements and biting incidents.
  - Volunteer and substitute requirements.
  - Iowa record checks and national criminal history record checks.
  - The training registry.
  - Personnel records requirements.
  - First aid kit requirements.
  - Requirements for recording incidents.

- ◆ Include new requirements regarding supervision and access.
- ◆ Include Iowa Department of Public Health information regarding radon testing.
- ◆ Include federal crib standards.
- ◆ Include water availability requirement by CACFP.

### **Effective Date**

Immediately.

### **Material Superseded**

This material replaces the following pages from Employees' Manual, Title 12, Chapter E, Appendix:

#### **Comm. 204**

Cover page	August 2008
Welcome page	August 2008
Contents (pages 1-5)	August 2008
4, 8, 21-24, 26, 27, 36-38, 53, 55-60, 80, 81, 103, 104, 106, 133, 145, 146, 161	August 2008
470-2310	6/11
470-2310(S)	6/11

### **Additional Information**

Refer questions about this general letter to Ryan Page, Child Care Regulatory Program Manager.



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

June 5, 2015

## GENERAL LETTER NO. 12-E-AP-33

ISSUED BY: Bureau of Child Care Services  
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter E, **CHILD CARE CENTER  
APPENDIX**, the following:

470-3940 *Licensing Regulation Checklist*, revised  
Comm. 204 *Child Care Centers and Preschools Licensing Standards and  
Procedures*, page 27, revised; and form 470-3940,  
*Licensing Regulation Checklist*, revised

### Summary

Chapter 12-E-Appendix is revised to:

- ◆ Modify form 470-3940, *Licensing Regulation Checklist*, to be current with Iowa Administrative Code. The checklist has been modified for ease of use.
- ◆ Update the sample of form 470-3940 in Comm. 204, *Child Care Centers and Preschools Licensing Standards and Procedures*.

### Effective Date

Immediately.

### Material Superseded

This material replaces the following pages from Employees' Manual, Title 12, Chapter E, Appendix:

<u>Page</u>	<u>Date</u>
470-3940	8/08
<b>Comm. 204</b>	
27	March 2015
470-3940	8/08

### Additional Information

Refer questions about this general letter to Ryan Page, Child Care Regulatory Program Manager.



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

May 13, 2016

## GENERAL LETTER NO. 12-E-AP-34

ISSUED BY: Bureau of Child Care Services  
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter E, **CHILD CARE CENTER APPENDIX**, Contents (page 1), revised; pages 16 and 17, revised; page 18, new; and the following form:

470-4528 *Request for Child Care Professional Development Approval Review*, renamed and revised

### Summary

Chapter 12-E-Appendix is revised to:

- ◆ Update the instructions for training approval requirements.
- ◆ Modify form 470-4528 to:
  - Rename the form from *Request for Child Care Training Approval* to *Request for Child Care Professional Development Approval Review*.
  - Modify the form to allow training approval requirements to align with professional development standards. The Department will be able to approve professional development providing organizations without an exception to policy.

### Effective Date

Immediately.

### Material Superseded

This material replaces the following pages from Employees' Manual, Title 12, Chapter E, Appendix:

<u>Page</u>	<u>Date</u>
Contents (page 1)	November 8, 2013
16	November 21, 2014
470-4528	4/10
17	November 8, 2013

### Additional Information

Refer questions about this general letter to Erin Clancy, Child Care Program Manager.



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

September 23, 2016

## GENERAL LETTER NO. 12-E-AP-35

ISSUED BY: Bureau of Child Care Services  
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter E, **CHILD CARE CENTER APPENDIX**, Contents (page 1), revised; pages 5 and 15, revised; pages 4a and 4b, new; and the following forms:

- 470-5393 *Child Care Complaint Intake Report*, new
- 470-3940 *Licensing Regulation Checklist*, revised
- 470-0643 *Request for Child and Dependent Adult Abuse Information*, renamed and revised
- Comm. 204 *Child Care Centers and Preschools Licensing Standards and Procedures*, Title page, revised; Welcome page, revised; Contents (pages 1, 3, and 4), revised; pages 3, 5 through 9, 13, 15, 17, 21, 24, 26, 27, 31, 32, 36, 36a, 37, 39, 40, 43, 44, 45, 48, 49, 53, 54, 55, 57 through 87, 96, 97, 112, 113, 114, 114a, 133, 147 through 152, and 175, revised; and form 470-3940, *Licensing Regulation Checklist*, revised.

## Summary

Chapter 12-E-Appendix is revised to:

- ◆ Add form 470-5393, *Child Care Complaint Intake Report*. This form is used for child care homes, child development homes, and child care centers to formalize intake information when complaints are reported on child care providers.
- ◆ Revise form 470-3940, *Licensing Regulation Checklist*, to update regulatory requirements.
- ◆ Rename and revise form 470-0643 from *Request for Child Abuse Information* to *Request for Child and Dependent Adult Abuse Information*.
- ◆ Revise Comm. 204, *Child Care Centers and Preschools Licensing Standards and Procedures*, to update regulatory requirements as a result of administrative rule changes.

## Effective Date

Immediately.

## **Material Superseded**

This material replaces the following pages from Employees' Manual, Title 12, Chapter E, Appendix:

<u>Page</u>	<u>Date</u>
Contents (page 1)	May 13, 2016
5	March 13, 2009
470-3940	6/15
470-0643	9/05
15	November 8, 2013
<b>Comm. 204</b>	
Title page	3/15
Welcome page	March 2015
Contents (pps. 1, 3-5)	March 2015
3, 5-7	August 2008
8	March 2015
9, 13, 15, 17	August 2008
21, 24, 26	March 2015
27	June 2015
31, 32	August 2008
36, 36a, 37	March 2015
39, 40, 43-45, 48, 49	August 2008
53	March 2015
54	August 2008
55, 57-60	March 2015
61-79	August 2008
80, 81	March 2015
82-87, 96, 97, 112-114	August 2008
114a, 133	March 2015
147-152, 175	August 2008
470-3940 (14 pgs.)	6/15

## **Additional Information**

Refer questions about this general letter to Ryan Page, Child Care Regulatory Program Manager.



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

May 26, 2017

## GENERAL LETTER NO. 12-E-AP-36

ISSUED BY: Bureau of Child Care Services  
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter E, **CHILD CARE CENTER APPENDIX**, Contents (page 1), revised; pages 15 through 18, revised; page 19, new; and form 470-4893, *Record Check Waiver*, new.

### Summary

Chapter 12-E-Appendix is revised to add form 470-4893, *Record Check Waiver*. This form is used by licensed child care centers seeking a waiver of record checks for students enrolled in student intern programs whose record checks have been completed by the student's educational institution.

### Effective Date

Immediately.

### Material Superseded

This material replaces the following pages from Employees' Manual, Title 12, Chapter E, Appendix:

<u>Page</u>	<u>Date</u>
Contents (page 1)	September 23, 2016
15	September 23, 2016
16-18	May 13, 2016

### Additional Information

Refer questions about this general letter to Ryan Page, Child Care Regulatory Program Manager.





# Iowa Department of Human Services

Kim Reynolds  
Governor

Adam Gregg  
Lt. Governor

Jerry R. Foxhoven  
Director

August 25, 2017

## GENERAL LETTER NO. 12-E-AP-37

ISSUED BY: Bureau of Child Care Services  
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter E, **CHILD CARE CENTER APPENDIX**, Contents (page 1), revised; page 3, revised; and the following forms:

470-4067	<i>Child Care Center Complaint</i> , revised
470-3940	<i>Licensing Regulation Checklist</i> , revised
Comm. 204	<i>Child Care Centers and Preschools Licensing Standards and Procedures</i> , Title page, revised; pages 53, 64, 65, 73, 81, 85, 87, 93, 98, 104, 105, 117, and 122, revised; and form 470-3940, <i>Licensing Regulation Checklist</i> , revised

## Summary

Chapter 12-E-Appendix is revised to:

- ◆ Add a section on complaint details to form 470-4067, *Child Care Center Complaint*. The Spanish translation, form 470-4067(S), is obsolete.
- ◆ Update form 470-3940, *Licensing Regulation Checklist*, due to rule changes.
- ◆ Update Comm. 204, *Child Care Centers and Preschools Licensing Standards and Procedures*, to include changes to:
  - Professional development,
  - Serious injury and death reporting,
  - Allergic reaction response,
  - Medication management, and
  - Technical changes.

Revised form 470-3940, *Licensing Regulation Checklist*, has been added to Comm. 204.

## Effective Date

August 1, 2017

## **Material Superseded**

This material replaces the following pages from Employees' Manual, Title 12, Chapter E, Appendix:

<u>Page</u>	<u>Date</u>
Contents (page 1)	May 26, 2017
470-4067	2/06
470-4067(S)	2/09
3	March 13, 2009
470-3940	10/16
<b>Comm. 204</b>	
Title page	10/16
53, 64, 65, 73, 81, 85, 87	October 2016
93, 98	August 2008
104	March 2015
105, 117, 122	August 2008
470-3940 (16 pgs.)	10/16

## **Additional Information**

Refer questions about this general letter to Ryan Page, Child Care Regulatory Program Manager.



# Iowa Department of Human Services

Kim Reynolds  
Governor

Adam Gregg  
Lt. Governor

Jerry R. Foxhoven  
Director

March 16, 2018

## GENERAL LETTER NO. 12-E-AP-38

ISSUED BY: Bureau of Child Care Services  
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter E, ***Child Care Center Appendix***, Contents (page 1), revised; pages 17, 18, and 19, revised; page 20, new; and form 470-5496, *Request for Child Care CPR, First Aid, and Universal Precautions Certification Approval Review*, new.

### Summary

Chapter 12-E-Appendix is revised to add form 470-5496, *Request for Child Care CPR, First Aid, and Universal Precautions Certification Approval Review*. Form 470-5496 was created to collect information required for the Department to determine if CPR, First Aid, and Universal Precautions certification trainings offered to child care providers meet requirements. This form aligns the approval requirements with federal regulations, state administrative code, and guidance from the Iowa Department of Public Health.

### Effective Date

Immediately.

### Material Superseded

This material replaces the following pages from Employees' Manual, Title 12, Chapter E, Appendix:

<u>Page</u>	<u>Date</u>
Contents (page 1)	August 25, 2017
17-19	May 26, 2017

### Additional Information

Refer questions about this general letter to Erin Clancy, Child Care Program Manager.



# Iowa Department of Human Services

Kim Reynolds  
Governor

Adam Gregg  
Lt. Governor

Jerry R. Foxhoven  
Director

April 6, 2018

## GENERAL LETTER NO. 12-E-AP-39

ISSUED BY: Bureau of Child Care Services  
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter E, ***Child Care Center Appendix***,  
the following:

470-3940 *Licensing Regulation Checklist*, revised  
Comm. 204 *Child Care Centers and Preschools Licensing Standards and Procedures*, Title page, revised; Welcome page, revised; Contents (pages 2, 3, and 4), revised; pages 3, 6, 9, 21, 24, 25, 27, 31, 38, 39, 55, 60 through 63, 79, 80, 85, 86, 87, 89, 91 through 114, 117, 121 through 124, 127 through 134, 138, 139, 147 through 152, 154, 155, 158 through 163, 166, and 168 through 171, revised; pages 213 through 222, new; and form 470-3940, *Licensing Regulation Checklist*, revised

## Summary

Chapter 12-E-Appendix is revised to:

- ◆ Make technical changes to form 470-3940, *Licensing Regulation Checklist*, to include regulatory modifications regarding sleep practices for children in child care.
- ◆ Update Comm. 204, *Child Care Centers and Preschools Licensing Standards and Procedures*, to include:
  - Rule modifications related to safe sleep practices and Iowa Code changes for exempt programs,
  - Revisions to recommendations and rationale for rule implementation on:

▪ Universal precautions	▪ Sanitizing and disinfecting
▪ Nurse consultants	▪ Plant safety
▪ Tuberculosis screening	▪ Food preparation and service
▪ Immunizations	▪ Radon and lead based paint
▪ Medication administration	▪ Sleep practices
▪ Handwashing	▪ Media use
▪ Transportation	▪ Professional development
▪ Emergencies and hazards	
  - Add and update form samples
  - Update links.

## Effective Date

March 1, 2018

## Material Superseded

This material replaces the following pages from Employees' Manual, Title 12, Chapter E, Appendix:

<u>Page</u>	<u>Date</u>
470-3940	8/17
<b>Comm. 204</b>	
Title page	8/17
Welcome page	October 2016
Contents (page 2)	March 2015
Contents (pages 3 and 4)	October 2016
3, 6, 9, 21, 24	October 2016
25	August 2008
27, 31	October 2016
38	March 2015
39, 55, 60-63, 79, 80	October 2016
85	August 2017
86	October 2016
87	August 2017
89, 91, 92	August 2008
93	August 2017
94, 95	August 2008
96, 97	October 2016
98	August 2017
99-102	August 2008
103	March 2015
104, 105	August 2017
106	March 2015
107-111	August 2008
112-114, 114a	October 2016
117	August 2017
121	August 2008
122	August 2017
123, 124, 127-132	August 2008
133	October 2016
134, 138, 139	August 2008
147-152	October 2016
154, 155, 158-160	August 2008
161	March 2015
162, 163, 166, 168-171	August 2008
470-3940 (16 pgs.)	8/17

**Additional Information**

Refer questions about this general letter to Ryan Page, Child Care Regulatory Program Manager.



# Iowa Department of Human Services

Kim Reynolds  
Governor

Adam Gregg  
Lt. Governor

Jerry R. Foxhoven  
Director

August 3, 2018

## GENERAL LETTER NO. 12-E-AP-40

ISSUED BY: Bureau of Child Care Services  
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter E, ***Child Care Center Appendix***, Contents (page 1), revised; pages 2, 3, 4, 4a, 4b, 5, 6, 7, and 16, revised; page 4c, new; and the following:

- 470-3301 *Authorization for Release of Child and Dependent Adult Abuse Information*, new
- 470-3301(S) *Authorization for Release of Child and Dependent Adult Abuse Information (Spanish)*, new
- Comm. 204 *Child Care Centers and Preschools Licensing Standards and Procedures*, Title page, revised; Contents (page 4), revised; pages 55 and 58, revised; and form 470-3301, *Authorization for Release of Child and Dependent Adult Abuse Information*, new.

## Summary

Chapter 12-E-Appendix is revised to:

- ◆ Remove forms 595-1396 and 595-1396(S), *DHS Criminal History Record Check Form B*, and replace with forms 470-3301 and 470-3301(S), *Authorization for Release of Child and Dependent Adult Abuse Information*.
- ◆ Update the forms in Comm. 204, *Child Care Centers and Preschools Licensing Standards and Procedures*.

## Effective Date

Immediately.

## Material Superseded

This material replaces the following pages from Employees' Manual, Title 12, Chapter E, Appendix:

<u>Page</u>	<u>Date</u>
Contents (page 1)	March 16, 2018
2	March 13, 2009
3	August 25, 2017
4	March 13, 2009

4a, 4b, 5	September 23, 2016
6	November 8, 2013
595-1396	8/07
595-1396(S)	8/07
7	November 8, 2013
16	May 25, 2017
<b>Comm. 204</b>	
Title page	3/18
Contents (page 4)	March 2018
55	March 2018
58	October 2016
595-1396	8/07

### **Additional Information**

Destroy existing supplies of form 595-1396, *DHS Criminal History Record Check Form B*.

Refer questions about this general letter to Ryan Page, Child Care Regulatory Program Manager.





# Iowa Department of Human Services

Kim Reynolds  
Governor

Adam Gregg  
Lt. Governor

Jerry R. Foxhoven  
Director

August 24, 2018

## GENERAL LETTER NO. 12-E-AP-41

ISSUED BY: Bureau of Child Care Services  
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter E, ***Child Care Center Appendix***, Contents (page 1), revised; pages 2, 3, 4, 4a, 4b, 5, 6, 7, and 16, revised; and the following:

DCI-77      *Criminal History Record Check Request Form*, new  
Comm. 204      *Child Care Centers and Preschools Licensing Standards and Procedures*, Title page, revised; Contents (page 4), revised; pages 55 and 58, revised; and form DCI-77, *Criminal History Record Check Request Form*, new.

## Summary

Chapter 12-E-Appendix is revised to:

- ◆ Remove the instructions and forms 470-3301 and 470-3301(S), *Authorization for Release of Child and Dependent Adult Abuse Information*, and replace with DCI-77, *Criminal History Record Check Request Form*.
- ◆ Update Comm. 204, *Child Care Centers and Preschools Licensing Standards and Procedures*.

## Effective Date

Immediately.

## Material Superseded

This material replaces the following pages from Employees' Manual, Title 12, Chapter E, Appendix:

<u>Page</u>	<u>Date</u>
Contents (page 1)	August 3, 2018
2	August 3, 2018
470-3301	2/16
470-3301(S)	2/16
3, 4, 4a-4c, 5-7, 16	August 3, 2018

**Comm. 204**

Title page	7/18
Contents (page 4)	July 2018
55, 58	July 2018
470-3301	2/16

**Additional Information**

Refer questions about this general letter to Ryan Page, Child Care Regulatory Program Manager.

February 1, 2019

**GENERAL LETTER NO. 12-E-AP-42**

ISSUED BY: Bureau of Child Care Services  
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter E, ***Child Care Center Appendix***, Contents (page 1), revised; pages 1, 2, and 20, revised; and the following:

470-4834 *Child Care Center Licensing Application and Invoice*, new  
Comm. 204 *Child Care Centers and Preschools Licensing Standards and Procedures*, Title page, revised; and pages 9, 11, 41, 55 through 59, and 175, revised.

**Summary**

Chapter 12-E-Appendix is revised to:

- ◆ Remove the instructions and obsolete form 470-0722 and 470-0722(S), *Application for a License to Operate a Child Care Center*. This form has been combined with form 470-4834.
- ◆ Add modified form 470-4834, *Child Care Center Licensing Application and Invoice*. The name of the form has been changed from *Child Care Center Licensing Fee Invoice*.
- ◆ Update references to these forms in Comm. 204, *Child Care Centers and Preschools Licensing Standards and Procedures*.

**Effective Date**

Immediately.

**Material Superseded**

This material replaces the following pages from Employees' Manual, Title 12, Chapter E, Appendix:

<u>Page</u>	<u>Date</u>
Contents (page 1)	August 24, 2018
470-0722	10/12
470-0722(S)	10/12
1	March 13, 2009
2	August 24, 2018
20	March 16, 2018

**Comm. 204**

Title page	8/18
9	March 2018
11, 41	August 2008
55	August 2018
56	March 2015
57	October 2016
58	August 2018
59, 175	October 2016

**Additional Information**

Refer questions about this general letter to Ryan Page, Child Care Regulatory Program Manager.

July 26, 2019

**GENERAL LETTER NO. 12-E-AP-43**

ISSUED BY: Bureau of Child Care Services  
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter E, ***Child Care Center Appendix***, Title page, revised; Contents (page 1), revised; pages 1, 4, 7 through 13, revised; and the following forms:

470-5587	<i>Corrective Action Plan to Address Child Care Licensing Rules</i> , new
470-3940	<i>Licensing Regulation Checklist</i> , revised
470-5586	<i>New Center Guidance Tool</i> , new
470-4690	<i>Permission to Open Without a License</i> , revised
470-4690(S)	<i>Permission to Open Without a License</i> (Spanish), revised
470-2310	<i>Record Check Evaluation</i> , revised
470-2310(S)	<i>Record Check Evaluation</i> (Spanish), revised
Comm. 204	<i>Child Care Centers and Preschools Licensing Standards and Procedures</i> , Title page, revised; Contents (pages 3 and 4), revised; and pages 9 through 12, 14, 40, 41, 55, 60, 61, 64, 65, 68, 112 through 125, 140, and 141, revised; forms 470-2310 and 470-2310(S), <i>Record Check Evaluation</i> (English and Spanish), revised; and 470-3940, <i>Licensing Regulation Checklist</i> , revised.

**Summary**

Chapter 12-E-Appendix is revised to:

- ◆ Add instructions and the following forms:
  - 470-5587, *Corrective Action Plan to Address Child Care Licensing Rules*
  - 470-5586, *New Center Guidance Tool*
- ◆ Revise form 470-3940, *Licensing Regulation Checklist*, to remove the requirement that Department-approved minimum health and safety trainings occur every five years on.
- ◆ Remove the instructions and the following forms identified as obsolete during the 2018 forms audit:
  - 470-4243 and 470-4243(S), *Notice of Action for Child Care Centers*
  - 470-2386 and 470-2386(S), *Record Check Decision*
- ◆ Update the letterhead to remove the names and titles of the Governor, Lieutenant Governor, and Director on forms 470-4690 and 470-4690(S), *Permission to Open Without a License*.

- ◆ Update the Department's logo on forms 470-2310 and 470-2310(S), *Record Check Evaluation*.
- ◆ Update Comm. 204, *Child Care Centers and Preschools Licensing Standards and Procedures*, to:
  - Remove regulatory fee language under sufficient application.
  - Update the fire marshal requirements.
  - Update renewal application and inspection requirements.
  - Update the handbook and record check requirements.
  - Update guidance on cloth diapering.
  - Update samples of forms 470-2310, 470-2310(S), and 470-3940.

### **Effective Date**

Immediately.

### **Material Superseded**

This material replaces the following pages from Employees' Manual, Title 12, Chapter E, Appendix:

<u>Page</u>	<u>Date</u>
Title page	November 8, 2013
Contents (page 1)	February 1, 2019
1	February 1, 2019
4, 7, 8	August 24, 2018
470-3940	3/18
470-4243	2/09
470-4243(S)	2/09
9-12	November 8, 2013
470-4690	1/11
470-4690(S)	1/11
470-2386	6/03
470-2386(S)	6/03
13	November 8, 2013
470-2310	11/14
470-2310(S)	11/14
<b>Comm. 204</b>	
Title page	January 2019
Contents (page 3)	March 2018
Contents (page 4)	August 2018
9	January 2019
10	August 2008
11	January 2019
12, 14	August 2008
40	October 2016
41, 55	January 2019
60, 61	March 2018
64, 65	August 2017

68	October 2016
112-114	March 2018
115, 116	August 2008
117	March 2018
118-120	August 2008
121-125	March 2018
140, 141	August 2018
470-2310	11/14
470-2310(S)	11/14
470-3940 (16 pgs.)	3/18

### **Additional Information**

Refer questions about this general letter to Ryan Page, Child Care Regulatory Program Manager.

April 9, 2021

**GENERAL LETTER NO. 12-E-AP-44**

ISSUED BY: Division of Adult, Children, and Family Services  
Child Care Bureau

SUBJECT: Employees' Manual, Title 12, Chapter E Appendix, ***Child Care Center Appendix***, Comm. 204, revised, and Form 470-3940(S), new.

**Summary**

Title 12, Chapter E Appendix is revised to:

- ◆ Update Comm. 204, *Child Care Centers and Preschools – Licensing Standards and Procedures* to update rationale and recommendation sections to reflect updated guidance, as well as style changes throughout.
- ◆ Create Spanish version of 470-3940, *Licensing Regulation Checklist*.

**Effective Date**

Immediately.

**Material Superseded**

Remove the following items from Employees' Manual, Title 12, Chapter E Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Comm. 204	07/19

**Additional Information**

Refer questions about this general letter to Ryan Page, Child Care Regulatory Program Manager.



December 3, 2021

**GENERAL LETTER NO. 12-E-AP-45**

ISSUED BY: Division of Adult, Children, and Family Services  
Child Care Bureau

SUBJECT: Employees' Manual, Title 12, Chapter E Appendix, ***Child Care Center Appendix***, Comm. 204, form 470-3940, and 470-3940(S), revised.

**Summary**

Title 12, Chapter E Appendix is revised to:

- ◆ Update Comm. 204, *Child Care Centers and Preschools – Licensing Standards and Procedures* to reflect rule modifications related to lead hazards and substitutes as well as other technical changes.
- ◆ Update 470-3940, *Licensing Regulation Checklist* and its Spanish version, 470-3940(S), to reflect rule modifications related to lead hazards and substitutes.

**Effective Date**

January 1, 2022.

**Material Superseded**

Remove the following items from Employees' Manual, Title 12, Chapter E Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Comm. 204	04/21
470-3940	07/19
470-3940(S)	04/21

**Additional Information**

Refer questions about this general letter to Ryan Page, Child Care Regulatory Program Manager.

September 30, 2022

**GENERAL LETTER NO. 12-E-AP-46**

ISSUED BY: Bureau of Child Care  
Division of Adult, Child, and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter E Appendix, **Child Care Center Appendix**, form 470-3940, 470-3940(S), and Comm. 204, revised.

**Summary**

This chapter is revised to:

- Update 470-3940 and 470-3940(S), *Licensing Regulation Checklist*, modified to update ratio requirements for licensed child care centers
- Update Comm 204, *Care Centers and Preschools Licensing Standards and Procedures* to
  - Update information regarding national record checks for employees 16 and 17 years of age
  - Update Staff Ratio Requirements
  - Update best practice recommendation regarding tobacco and nicotine free policy
  - Update example instances of form 470-3940 and 470-3940(S).

**Effective Date**

September 1, 2022.

**Material Superseded**

Remove the following pages from Employees' Manual, Title 12-, Chapter E Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Comm. 204	12/21
470-3940	12/21
470-3940(S)	12/21

**Additional Information**

Refer questions about this general letter to Ryan Page, Child Care Regulatory Program Manager..

January 27, 2023

## GENERAL LETTER NO. 12-E-AP-47

ISSUED BY: Bureau of Child Care  
Division of Adult, Children, and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter E Appendix, **Child Care Center Appendix**, Title Page, Contents I, I, 2, 3, 4, revised; 4a and 4b, removed; 5 and 6, 7-13, 14, 15, 16, 17-19, revised; 20, removed, and the following forms, revised:

470-3940, *Licensing Regulation Checklist*, revised to update policy and procedure

470-3940(S), *Licensing Regulation Checklist* Spanish version, revised to update policy and procedure

470-4896, *National Criminal History Check Confirmation Form*, revised to update policy

Comm. 204, *Care Centers and Preschools Licensing Standards and Procedures*, revised to update policy, procedure, and to update style and formatting throughout.

### Summary

This chapter is revised to update forms and update style and formatting throughout.

### Effective Date

Immediately.

### Material Superseded

Remove the following pages from Employees' Manual, Title 12, Chapter E Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Title Page	July 26, 2019
Contents I	July 26, 2019
I	July 26, 2019
2	February 1, 2019
3	August 24, 2018
4	July 26, 2019
4a and 4b	August 24, 2018
5 and 6	August 24, 2018
7-13	July 26, 2019
14	November 21, 2014
15	May 26, 2017
16	August 24, 2018
17-19	March 16, 2018
20	February 1, 2019
470-3940	09/22
470-3940(S)	09/22
470-4896	01/10
Comm. 204	09/22

### Additional Information

Refer questions about this general letter to your area Child Care Regulatory Program Manager.

April 12, 2024

**GENERAL LETTER NO. 12-E-AP-48**

ISSUED BY: Bureau of Child Care Services  
Division of Adult, Child, and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter E Appendix, **Child Care Center Appendix**, forms revised.

**Summary**

This chapter is revised to update:

- Comm. 204, *Care Centers and Preschools - Licensing Standards and Procedures* and its form:
  - 470-3940 and 470-3940(S), *Licensing Regulation Checklist*, updated to reflect new policy and procedure

**Effective Date**

Upon receipt.

**Material Superseded**

Remove the following pages from Employees' Manual, Title 12, Chapter E Appendix, and destroy them:

<u>Page.</u>	<u>Date</u>
470-3940	01/23
470-3940(S)	01/23
Comm. 204	09/22

**Additional Information**

Refer questions about this general letter to Kim Hahn, Child Care Regulatory Program Manager.

July 18, 2025

## GENERAL LETTER NO. 12-E-AP-49

ISSUED BY: Bureau of Child Care Policy  
Division of Family Well-Being and Protection

SUBJECT: Employees' Manual, Title 12, Chapter E Appendix, **Child Care Center Appendix**, Title Page, Contents Page 1, 1-19, revised; 20-23, new, and forms, revised.

### Summary

This chapter is revised to update the following forms

- **470-0121, Child Care Injury/Incident Report**, new form to replace external Injury/Incident Report form
- **470-0724, Child Care Center Annual Evaluation**, revised to update content
- **470-3940, Licensing Regulation Checklist**, revised to update content
- **470-5431, Child Development Home Pre-Inspection and Compliance Letter**, revised to update content
- **Comm. 204, Child Care Centers and Preschools Licensing Standards and Procedures**, revised to update content, style, and formatting throughout.

And to update accessibility, style, and formatting throughout.

### Effective Date

Immediately.

### Material Superseded

Remove the following pages from Employees' Manual, Title 12, Chapter E Appendix, and destroy them:

Page	Date
Title Page	January 27, 2023
Contents Page 1	January 27, 2023
1-19	January 27, 2023

### Additional Information

Refer questions about this general letter to your service area administrator.