

Department's Parent Guide

(January 2018)

Child Care Licensing (CCL) is a state program within the Bureau of Child Development in the Utah Department of Health. The mission of the Bureau of Child Development is to support the health and development of Utah families and their children. CCL supports the Bureau mission by ensuring that child care facilities meet health and safety standards. CCL regulates both in-home child care providers and child care centers. CCL conducts at least one announced and one unannounced inspection once a year.

CCL also investigates **complaints against licensed and unlicensed child care providers**. We encourage parents to discuss any questions or concerns they may have with the child care provider and to feel free to contact CCL with questions, concerns, or complaints. CCL can be contacted online at childcarelicensing.utah.gov or by calling one of our regional offices listed below.

Regulated child care providers are required to ensure that all of the child care licensing rules are followed at all times. These rules are both research and evidence based and have been established to help protect the health and safety of children in child care.

Required caregiver-to-child ratios are to ensure that there are enough caregivers to adequately supervise children, to ensure children's safety, and to meet children's needs. **Low caregiver-to-child ratios** are most critical for infants and toddlers. It is also important for older children to have adult support and guidance while encouraging independent, self-initiated play and other activities. Caregivers are to regularly assess the environment to evaluate how their ability to see and hear children during activities might be improved.

Everyone who has access to the children in care has to **pass a comprehensive background screening** check performed by CCL.

A full version of CCL rules may be found at childcarelicensing.utah.gov. Following are the CCL Rule Topics:

1. Legal Authority and Purpose	2. Definitions	3. License or Certificate Required	4. License Application, Renewal, Changes, and Variances	5. Rule Violations and Penalties	6. Administration and Children's Records
7. Personnel and Training Requirements	8. Background Checks	9. Facility	10. Ratios and Group Size	11. Child Supervision and Security	12. Child Guidance and Interaction
13. Child Safety and Injury Prevention	14. Emergency Preparedness and Response	15. Health and Infection Control Child Nutrition	16. Food and Nutrition	17. Medications	18. Activities
19. Play Equipment	20. Transportation	21. Animals	22. Rest and Sleep	23. Diapering	24. Infant and Toddler Care

Parents **have the right to access** the facility and their child's classroom at all times their child is in care.

Having a city business license is not the same as having a child care license or certificate.

Reporting **child abuse or neglect** to law enforcement or Child Protective Services is required by Utah law.



To report suspected or witnessed child abuse or neglect please contact DCFS hotline at:

1-855-323-3237

To look for quality child care and providers compliance history please visit:

careaboutchildcare@utah.gov

To contact CCL with questions, concerns, or complaints please call us or visit our website at:

South Region:

801-374-7688 or toll free at 800-894-2588

North Region:

801-273-6617 or toll free at 888-287-3704

childcarelicensing.utah.gov