

TABLE OF CONTENTS

TITLE 22, DIVISION 12

CHAPTER 1. CHILD CARE CENTER GENERAL LICENSING REQUIREMENTS

SUBCHAPTER 3. SCHOOL-AGE CHILD CARE CENTER

Article 1. General Requirements and Definitions

Section

General.....	101451
Repealed by Manual Letter No. CCL-98-11, effective 11/1/98.....	101452

Article 2. Licensing (Reserved)

Article 3. Application Procedures

School-Age Child Care Center Fire Clearance.....	101471
Issuance of a School-Age Child Care Center License.....	101482

Article 4. Enforcement Provisions (Reserved)

Article 5. Administrative Actions (Reserved)

Article 6. Continuing Requirements

School-Age Child Care Center Director Qualifications and Duties.....	101515
School-Age Child Care Center Teacher Qualifications and Duties.....	101516.2
Teacher-Child Ratio.....	101516.5
Medical Assessments.....	101520
Immunizations.....	101520.1
Child's Records.....	101521
Daily Inspection For Illness.....	101526.1
Food Service.....	101527
Sign In and Sign Out.....	101529.1
Outdoor Activity Space for School-Age Children.....	101538.2
Indoor Activity Space for School-Age Children.....	101538.3
Fixtures, Furniture, Equipment And Supplies.....	101539

SUBCHAPTER 3. SCHOOL-AGE CHILD CARE CENTER

Article 1. General Requirements and Definitions

101451 GENERAL 101451

- (a) School-age child care centers providing group care to children shall be governed by the provisions specified in this subchapter. In addition, such centers, except where specified otherwise, shall be governed by Chapter 1, Child Care Center General Licensing Requirements.

NOTE: Authority cited: Section 1596.81, Health and Safety Code. Reference: Sections 1596.72 and 1596.81, Health and Safety Code.

101452 DEFINITIONS 101452

Repealed by Manual Letter No. CCL-98-11, effective 11/1/98.

Article 2. Licensing (reserved)

Article 3. Application Procedures

101471 SCHOOL-AGE CHILD CARE CENTER FIRE CLEARANCE 101471

- (a) In addition to Section 101171, the following shall apply:
- (b) School-age child care centers located on a functioning schoolsite may submit verification of the school fire inspection from the city or county fire department, the district providing fire protection services, or the State Fire Marshal. The school fire inspection shall be accepted as sufficient fire clearance for licensing purposes.
- (1) The school fire inspection shall not be accepted if any fire safety deficiencies are indicated.

NOTE: Authority cited: Section 1596.81, Health and Safety Code. Reference: Sections 1596.72, 1596.73, 1596.81, 1596.95 and 1597.21, Health and Safety Code.

101482 ISSUANCE OF A SCHOOL-AGE CHILD CARE CENTER LICENSE 101482

- (a) The Department shall issue a license to an applicant in accordance with the provisions of Health and Safety Code Section 1597.21, which apply only to school-age child care centers, after a completed application has been submitted and upon determination that all licensing requirements have been met.

HANDBOOK BEGINS HERE

Health and Safety Code Sections 1597.21(g) and (h)(1) reads in pertinent part:

- (g) Upon the receipt of a completed application for a license to operate a schoolage day care program at a functioning schoolsite from an organization that is currently licensed to operate a schoolage day care program at another site, the department shall have 30 days to make a final determination on whether to issue a license to operate the program. A functioning schoolsite shall meet the requirements of paragraphs (1) and (2) of subdivision (a) of Section 1596.806.
- (h) (1) If the department, for any reason, is unable to comply with subdivision (g), it shall, within 30 days of the receipt of the application described in subdivision (g), grant a provisional license to the applicant to operate for a period not to exceed six months. The provisional license shall be granted provided the department has conducted a site visit and has not found any life safety risks, the criminal records clearances are complete, and the school fire inspection has been verified. The requirement for criminal records clearances may be satisfied by transfer of current criminal records clearances, pursuant to subdivision (g) [sic*] of Section 1596.871.

- * The Department notes that the reference to subdivision (g) of Section 1596.871 appears to be in error in statute. The correct reference is to subdivision (h)(1) of Section 1596.871.

HANDBOOK ENDS HERE

NOTE: Authority cited: Section 1596.81, Health and Safety Code. Reference: Sections 1596.72, 1596.73, 1596.81, 1596.95 and 1597.21, Health and Safety Code.

Article 4. Enforcement Provisions (reserved)

Article 5. Administrative Actions (reserved)

Article 6. CONTINUING REQUIREMENTS**101515 SCHOOL-AGE CHILD CARE CENTER DIRECTOR
QUALIFICATIONS AND DUTIES 101515**

- (a) In addition to Section 101215.1, the following shall apply:
- (b) All school-age child care centers shall have a director.
- (1) In a combination program that has a school-age child care center component, the director of the child care center component shall maintain ultimate responsibility, in the capacity as director, for the combined program; a separate director for the school-age child care center component is not required.
- (A) In a combination program, the director shall designate a fully qualified teacher as specified in Section 101516.2 for the school-age child care center component.
- (B) The director of the child care center component within the combination program shall maintain administrative responsibility for the overall program and shall provide direct supervision and guidance to the school-age child care center component.
- (c) As an alternative educational prerequisite, any school-age director may substitute six of the units in early childhood education or child development required in Section 101215.1(h)(1)(B) with six units appropriate to elementary school-age children, on a unit-per-unit basis, in any one or a combination of the following:
- (1) Recreation, which includes, but is not limited to, art, music, and dance relevant to elementary school-age children.
- (2) Physical education, which includes, but is not limited to, indoor and outdoor sports activities relevant to elementary school-age children.
- (3) Units earned toward an elementary teaching credential.
- (d) As an alternative educational prerequisite, the director of a school-age child care center that stands alone may, pursuant to Health and Safety Code Section 1597.21, substitute 20 training hours for each of the required units of education in Section 101215.1(h)(1). (This alternative shall not apply to a director of a combination program that includes a component for school-age children.) Units and training hours may be combined to meet the total educational requirement (15 units or 300 training hours, or any combination thereof).

101515 SCHOOL-AGE CHILD CARE CENTER DIRECTOR QUALIFICATIONS AND DUTIES (Continued) **101515**

- (1) Health and Safety Code Section 1597.21(b) contains the alternative educational requirements that a director as specified in (d) above may meet.

HANDBOOK BEGINS HERE

Health and Safety Code Section 1597.21(b) states:

In addition to an administration course consisting of three units or 60 training hours and three units or 60 training hours in early childhood education, child development, or schoolage child courses, the site director may, as an alternative to existing regulations, complete nine core units or 180 training hours from the following:

- (1) Recreation, which includes, but is not limited to, art, music, and dance.
- (2) Physical education, which includes, but is not limited to, indoor and outdoor sports activities.
- (3) Human services and social welfare, which includes, but is not limited to, nursing, psychology, sociology, or home economics.
- (4) Units earned toward an elementary or middle school teaching credential.
- (5) Early childhood education, child development, or schoolage child units.

A director is required to complete 12 units or 240 training hours prior to employment. The remaining three units [or 60 training hours] must be completed within one year of employment.

HANDBOOK ENDS HERE

- (2) A director as specified in (d) above may also qualify by possessing any associate of arts or bachelor's degree from an accredited or approved college or university provided at least three units or 60 training hours are in early childhood education, child development or school-age child courses; and three units or 60 training hours are in administration or staff relations.
- (3) In accordance with Health and Safety Code Section 1597.21(f), a director as specified in (d) above may use alternative approved sources of education.

101515 SCHOOL-AGE CHILD CARE CENTER DIRECTOR QUALIFICATIONS AND DUTIES (Continued) **101515**

HANDBOOK BEGINS HERE

Health and Safety Code Section 1597.21(f) states:

In addition to existing approved sources of education, the following are approved sources of education that may be used to satisfy the education required of staff at a schoolage child care center:

- (1) Vocational school training in recreation, physical education, human services, social welfare, and education as described in subdivisions (b) and (d).
- (2) Professional training that qualifies as continuing education credits in the child care or elementary education area.
- (3) Standard training programs that are provided by statewide or nationally recognized or community-based youth service organizations and offered or approved by an accredited educational institution or the Commission on Teacher Credentialing.

HANDBOOK ENDS HERE

- (e) Verification of education allowed by Health and Safety Code Section 1597.21 shall be by transcript or certificate (with hours completed shown on the certificate). To verify course or training program approval, a certification on accredited educational institution letterhead that the course or training program has been approved shall accompany the completion certificate. This certification is only necessary for courses or training programs not offered by an accredited educational institution but approved by such an institution.
- (f) A director as specified in (d) above may also complete alternative types of experience pursuant to Health and Safety Code Section 1597.21. Such experience shall be verified as having been performed at least three hours per day for a minimum of 100 days in a calendar year.
 - (1) Health and Safety Code Section 1597.21(e) contains the alternative types of experience that a director as specified in (d) above may complete.

101515 SCHOOL-AGE CHILD CARE CENTER DIRECTOR QUALIFICATIONS AND DUTIES (Continued) **101515**

HANDBOOK BEGINS HERE

Health and Safety Code Section 1597.21(e) states:

The department shall accept the following alternative types of experience for site directors and teachers, if the experience was obtained working directly with children: classroom teaching or teacher assisting experience in elementary or middle school education; paid or volunteer work experience in physical education or recreation programs; college work-study or internship in recreation or youth development; paid or volunteer work experience in human services as described in paragraph (3) of subdivision (b); or paid or volunteer work experience in school guidance or in other counseling programs.

HANDBOOK ENDS HERE

NOTE: Authority cited: Section 1596.81, Health and Safety Code. Reference: Sections 1596.72, 1596.81, 1596.95, 1597.055 and 1597.21, Health and Safety Code.

101516.2 SCHOOL-AGE CHILD CARE CENTER TEACHER QUALIFICATIONS AND DUTIES **101516.2**

- (a) In addition to Section 101216.1, the following shall apply:
- (b) As an alternative educational prerequisite, a school-age child care teacher may, pursuant to Health and Safety Code Section 1597.21, substitute 20 training hours for each of the required units of education in Section 101216.1. Units and training hours may be combined to meet the total educational requirement (12 units or 240 training hours, or any combination thereof).
 - (1) Health and Safety Code Section 1597.21(d) contains the alternative educational requirements that a teacher may meet.

HANDBOOK BEGINS HERE

Health and Safety Code Section 1597.21(d) states:

As an alternative to satisfying the educational requirements of teachers contained in the regulations, a teacher may substitute 12 units or 240 training hours in any combination of the following:

HANDBOOK CONTINUES

101516.2 SCHOOL-AGE CHILD CARE CENTER TEACHER QUALIFICATIONS AND DUTIES (Continued) **101516.2**

HANDBOOK CONTINUES

- (1) Recreation, which includes, but is not limited to, art, music, and dance.
- (2) Physical education, which includes, but is not limited to, indoor and outdoor sports activities.
- (3) Human services and social welfare, which includes, but is not limited to, nursing, psychology, sociology, or home economics.
- (4) Units earned toward an elementary or middle school teaching credential.
- (5) Early childhood education, child development, or schoolage child units.

A teacher is required to complete six units or 120 training hours prior to employment.

HANDBOOK ENDS HERE

- (2) In accordance with Health and Safety Code Section 1597.21(f), a teacher may use alternative approved sources of education.

HANDBOOK BEGINS HERE

Health and Safety Code Section 1597.21(f) states:

In addition to existing approved sources of education, the following are approved sources of education that may be used to satisfy the education required of staff at a schoolage child care center:

- (1) Vocational school training in recreation, physical education, human services, social welfare, and education as described in subdivisions (b) and (d).
- (2) Professional training that qualifies as continuing education credits in the child care or elementary education area.
- (3) Standard training programs that are provided by statewide or nationally recognized or community-based youth service organizations and offered or approved by an accredited educational institution or the Commission on Teacher Credentialing.

HANDBOOK ENDS HERE

101516.2 SCHOOL-AGE CHILD CARE CENTER TEACHER **101516.2**
QUALIFICATIONS AND DUTIES (Continued)

- (c) Verification of education allowed by Health and Safety Code Section 1597.21 shall be by transcript or certificate (with hours completed shown on the certificate). To verify course or training program approval, a certification on accredited educational institution letterhead that the course or training program has been approved shall accompany the completion certificate. This certification is only necessary for courses or training programs not offered by an accredited educational institution but approved by such an institution.

- (d) A school-age child care center teacher may also complete alternative types of experience pursuant to Health and Safety Code Section 1597.21. To be a fully qualified school-age teacher, such experience shall be verified as having been performed at least three hours per day for a minimum of 50 days in a six-month period.
 - (1) Health and Safety Code Section 1597.21(e) specifies the alternative types of experience that a teacher may complete.

HANDBOOK BEGINS HERE

Health and Safety Code Section 1597.21(e) states:

The department shall accept the following alternative types of experience for site directors and teachers, if the experience was obtained working directly with children: classroom teaching or teacher assisting experience in elementary or middle school education; paid or volunteer work experience in physical education or recreation programs; college work-study or internship in recreation or youth development; paid or volunteer work experience in human services as described in paragraph (3) of subdivision (b); or paid or volunteer work experience in school guidance or in other counseling programs.

HANDBOOK ENDS HERE

- (e) In a combination program, a fully qualified teacher as specified in Section 101216.1 shall be designated to work closely with the director in planning the daily activities of the school-age child care center component.
 - (1) The designated teacher shall maintain responsibility for the overall operation of the school-age child care center component under the direction and supervision of the director of the child care center component.

NOTE: Authority cited: Section 1596.81, Health and Safety Code. Reference: Sections 1596.72, 1596.81, 1597.055 and 1597.21, Health and Safety Code.

101516.5 TEACHER-CHILD RATIO **101516.5**

- (a) In addition to Sections 101216.3(c), (e), (g) and (h), and notwithstanding Sections 101216.3(a), (b), (d) and (f), the following shall apply:
- (b) There shall be a staffing ratio of one teacher and one aide present to every 28 children in attendance.
 - (1) A teacher shall supervise no more than 14 children or with an aide a maximum of 28 children.

HANDBOOK BEGINS HERE

Example:

<u>Number of Children</u>	<u>Minimum Staff Required</u>
1 - 14	1 Teacher
15 - 28	1 Teacher and 1 Aide
29 - 42	2 Teachers and 1 Aide
43 - 56	2 Teachers and 2 Aides

HANDBOOK ENDS HERE

- (c) Staffing requirements for mixed-age groups shall be determined based on the age of the youngest child in the group.
- (d) The director may be counted in the ratio when actually working with a group of children.

NOTE: Authority cited: Section 1596.81, Health and Safety Code. Reference: Sections 1596.72, 1596.81, 1596.869 and 1597.055, Health and Safety Code.

101520 MEDICAL ASSESSMENTS **101520**

- (a) Notwithstanding Section 101220, the following shall apply:
 - (1) The licensee is not required to document medical assessments on school-age children who are enrolled in a public or private school.

NOTE: Authority cited: Section 1596.81, Health and Safety Code. Reference: Sections 1596.72, 1596.73, 1596.81 and 1597.05, Health and Safety Code.

101520.1 IMMUNIZATIONS **101520.1**

- (a) Notwithstanding Section 101220.1, the following shall apply:
- (1) The licensee is not required to document immunizations of children also enrolled in a public or private elementary school.

NOTE: Authority cited: Section 1596.81, Health and Safety Code. Reference: Sections 1596.72, 1596.73, 1596.81 and 1597.05, Health and Safety Code.

101521 CHILD'S RECORDS **101521**

- (a) In addition to Section 101221 (except (b)(8)), the following shall apply:
- (b) The licensee shall obtain from the child's authorized representative a health background related to the child's ability/inability to participate in center activities.

HANDBOOK BEGINS HERE

- (1) A health background should include but not be limited to:
- (A) Past illnesses or serious injuries.
- (B) Allergies, including food allergies.
- (C) Conditions requiring special attention in the school-age child care center.
- (D) Special problems or fears.

HANDBOOK ENDS HERE

NOTE: Authority cited: Section 1596.81, Health and Safety Code. Reference: Sections 1596.72, 1596.73, 1596.81 and 1597.05, Health and Safety Code.

101526.1 DAILY INSPECTION FOR ILLNESS **101526.1**

- (a) In addition to Section 101226.1, the following shall apply:
- (b) Upon arrival at or admittance to the center, school-age children shall be observed for signs of illness.
 - (1) If a child is found to be ill, the procedure(s) specified in Section 101226(a), (b) or (c), or in Section 101226.2, shall be followed.

NOTE: Authority cited: Section 1596.81, Health and Safety Code. Reference: Sections 1596.72, 1596.73 and 1596.81, Health and Safety Code.

101527 FOOD SERVICE **101527**

- (a) In addition to Section 101227, the following shall apply:
- (b) Center programs providing before- and/or after-school care shall make available and offer nutritious snacks to children.

NOTE: Authority cited: Section 1596.81, Health and Safety Code. Reference: Sections 1596.72, 1596.73 and 1596.81, Health and Safety Code.

101529.1 SIGN IN AND SIGN OUT **101529.1**

- (a) In addition to Section 101229.1, the following shall apply:
- (b) Center staff shall sign in a school-age child who arrives at the center on his/her own.
- (c) Center staff shall sign out a school-age child whose authorized representative has agreed in writing to allow the child to leave the center on his/her own.
 - (1) The director and the child's authorized representative shall sign and date the agreement allowing the child to leave the center on his/her own.
 - (2) The signed agreements shall be filed in the child's record.

NOTE: Authority cited: Section 1596.81, Health and Safety Code. Reference: Sections 1596.72, 1596.73, 1596.81 and 1597.05, Health and Safety Code.

101538.2 OUTDOOR ACTIVITY SPACE FOR SCHOOL-AGE CHILDREN **101538.2**

- (a) In addition to Section 101238.2, the following shall apply:
- (b) In combination programs, outdoor activity space provided for school-age child care center children shall be physically separated from space provided for other child care center children.
 - (1) Physical separation between school-age and other child care center children shall not apply when a planned activity is being conducted.
- (c) School-age child care programs that meet the requirements of Health and Safety Code Section 1596.806 are exempt from square-footage requirements for outdoor activity space.
 - (1) Health and Safety Code Sections 1596.806(b), (b)(1) and (d) pertain to the exemption from square-footage requirements for outdoor activity space for school-age child care programs that meet the requirements of Health and Safety Code Section 1596.806.

HANDBOOK BEGINS HERE

Health and Safety Code Sections 1596.806(b), (b)(1) and (d) state:

- (b) School grounds, other than rooms used as classrooms, used by a schoolage child care program operated on a functioning schoolsite pursuant to either paragraph (1) or (2) of subdivision (a) shall be exempt from all of the following requirements imposed by the department on child day care facilities:
 - (1) Fencing, outdoor activity space, toilet, and isolation space requirements....
- (d) For purposes of this section, "schoolage child care program" means a program for children who are four years and nine months or older and are currently enrolled in a school or are dependent children living within the same household as a child attending a school, operated by an entity that contracts with the school to provide staff and program....

HANDBOOK ENDS HERE

- (d) The exemption from square-footage requirements for outdoor activity space is only valid if the entire program is operated in accordance with Health and Safety Code Section 1596.806.

NOTE: Authority cited: Section 1596.81, Health and Safety Code. Reference: Sections 1596.72, 1596.73, 1596.806 and 1596.81, Health and Safety Code.

101538.3 INDOOR ACTIVITY SPACE FOR SCHOOL-AGE CHILDREN **101538.3**

- (a) In addition to Section 101238.3, the following shall apply:
- (b) In combination programs, indoor activity space provided for school-age child care center children shall be physically separated from space provided for infant care and child care center children.
 - (1) Moveable walls or partitions, if used, shall be at least four feet high and shall be safe for use around children.
 - (2) Physical separation between school-age and other child care center children shall not apply when a planned activity is being conducted.
- (c) School-age child care programs that meet the requirements of Health and Safety Code Section 1596.806 are exempt from square-footage requirements for indoor activity space.
 - (1) Health and Safety Code Sections 1596.806(a), (a)(1), (a)(2) and (d) pertain to the exemption from square-footage requirements for indoor activity space for school-age child care programs that meet the requirements of Health and Safety Code Section 1596.806.

HANDBOOK BEGINS HERE

Health and Safety Code Sections 1596.806(a), (a)(1), (a)(2) and (d) state:

- (a) A room used as a classroom by a schoolage child care program shall not be required to meet the square footage or toilet requirements for child day care centers if the program is operated on either of the following:
 - (1) A functioning schoolsite in the same facilities that have housed school children during the day, before or after school hours, or before and after school hours.
 - (2) A functioning schoolsite in facilities certified as usable as a classroom for instructions....
- (d) For purposes of this section, "schoolage child care program" means a program for children who are four years and nine months or older and are currently enrolled in a school or are dependent children living within the same household as a child attending a school, operated by an entity that contracts with the school to provide staff and program....

HANDBOOK ENDS HERE

101538.3 INDOOR ACTIVITY SPACE FOR SCHOOL-AGE CHILDREN **101538.3**
(Continued)

- (d) The capacity per room for a school-age child care program that meets the requirements of Health and Safety Code Section 1596.806 shall not exceed the number of children for which a room of this size is commonly approved for school use during the school day.
- (e) The exemption from square-footage requirements for indoor activity space is only valid if the entire program is operated in accordance with Health and Safety Code Section 1596.806.

NOTE: Authority cited: Section 1596.81, Health and Safety Code. Reference: Sections 1596.72, 1596.73, 1596.806 and 1596.81, Health and Safety Code.

101539 FIXTURES, FURNITURE, EQUIPMENT AND SUPPLIES **101539**

- (a) In addition to Section 101239, the following shall apply:
 - (b) Toilets used by school-age children shall provide individual privacy.
 - (1) Toilet facilities shall not be used simultaneously by children of both sexes.
- (c) School-age child care programs that meet the requirements of Health and Safety Code Section 1596.806 are exempt from toilet requirements.
 - (1) Health and Safety Code Sections 1596.806(a), (a)(1), (a)(2), (b), (b)(1) and (d) pertain to the exemption from toilet requirements for school-age child care programs that meet the requirements of Health and Safety Code Section 1596.806.

HANDBOOK BEGINS HERE

Health and Safety Code Sections 1596.806(a), (a)(1), (a)(2), (b), (b)(1) and (d) state:

- (a) A room used as a classroom by a schoolage child care program shall not be required to meet the square footage or toilet requirements for child day care centers if the program is operated on either of the following:
 - (1) A functioning schoolsite in the same facilities that have housed school children during the day, before or after school hours, or before and after school hours.

HANDBOOK CONTINUES

101539	FIXTURES, FURNITURE, EQUIPMENT AND SUPPLIES (Continued)	101539
---------------	---	---------------

HANDBOOK CONTINUES

(2) A functioning schoolsite in facilities certified as usable as a classroom for instruction....

(b) School grounds, other than rooms used as classrooms, used by a schoolage child care program operated on a functioning schoolsite pursuant to either paragraph (1) or (2) of subdivision (a) shall be exempt from all of the following requirements imposed by the department on child day care facilities:

(1) Fencing, outdoor activity space, toilet, and isolation space requirements....

(d) For purposes of this section, "schoolage child care program" means a program for children who are four years and nine months or older and are currently enrolled in a school or are dependent children living within the same household as a child attending a school, operated by an entity that contracts with the school to provide staff and program....

HANDBOOK ENDS HERE

(d) The exemption from toilet requirements is only valid if the entire program is operated in accordance with Health and Safety Code Section 1596.806.

NOTE: Authority cited: Section 1596.81, Health and Safety Code. Reference: Sections 1596.72, 1596.73, 1596.806 and 1596.81, Health and Safety Code.

This page is intentionally left blank.