

**DEPARTMENT OF HUMAN RESOURCES  
CHILD CARE ADMINISTRATION  
311 WEST SARATOGA STREET  
BALTIMORE, MARYLAND 21201**

**DATE:** July 10, 2000

**CIRCULAR LETTER #:** 00-01

**TO:** Regional Managers, Licensing Supervisors, Licensing Specialists, Child Care Center Operators, Letter of Compliance Facility Operators

**FROM:** Linda Heisner, Executive Director  
Child Care Administration

**RE:** Staff/Child Ratios and Supervision at Naptime

**PROGRAMS AFFECTED:** Child Care Centers  
Letter of Compliance Facilities

**ORIGINATING OFFICE:** Child Care Administration  
Office of Licensing

**PURPOSE:** To clarify expectations and ensure consistency regarding the supervision of preschool children during naptime.

**AUTHORITY:** Child Care Center Licensing  
COMAR 07.04.02.18A, .39B  
Letters of Compliance  
COMAR 07.04.05.18A, .29B

**REQUIRED ACTION:** Ensure that staff/child ratios and child supervision during naptime meet the guidelines set forth in this circular letter.

**ACTION REQUIRED OF:** Regional Licensing Staff  
Child Care Center Operators  
Letter of Compliance Facility Operators

**EFFECTIVE DATE:** July 31, 2000

**TECHNICAL ASSISTANCE:** Child Care Administration  
Office of Licensing

410-767-7805

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**BACKGROUND**

COMAR 07.04.02.18A and 07.04.05.18A require that children in care receive adequate supervision and care at all times based on their ages and individual needs. COMAR 07.04.02.39B and 07.04.05.29B require that facilities be prepared to evacuate children in the event of an emergency. The purpose of this circular letter is to clarify those requirements as they apply to the supervision of children during naptime.

**PROCEDURES**

- A. These procedures apply only to the naptime supervision of children who are 2 years old or older. In each group of napping children who are less than 2 years old, the regular staff/child ratio must be maintained and all required staff must remain with the children throughout naptime.
- B. The overall staff/child ratio for the number of children present must be maintained and qualified staff must be on the premises at all times, including naptime, to ensure that:
- (1) Each child's needs are met, and
  - (2) Staff are available to evacuate children in the event of an emergency.
- C. Once the children are resting quietly, in-room supervision during naptime may be assigned to senior staff or an aide. At least one staff member must be assigned to each room with napping children.
- D. There must be at least one assigned staff member (senior staff or aide) physically present in each room throughout naptime. While it is not necessary for all assigned staff to be present in all rooms used for napping, all assigned staff must remain on-site and within calling distance.
- E. The evacuation plan must reflect any naptime procedures that differ from procedures for other times of the day.