

**DEPARTMENT OF HUMAN RESOURCES
CHILD CARE ADMINISTRATION
311 W. SARATOGA STREET
BALTIMORE, MARYLAND 21202**

DATE: December 2, 1996

CIRCULAR LETTER #: 97-05 Child Care Administration

TO: Regional Managers, Licensing Supervisors, Licensing Specialists,
Maryland Child Care Association, Maryland Federation of Church
Schools

FROM: Linda Heisner, Executive Director
Child Care Administration

RE: Evening and Overnight Care in Child Care Centers

PROGRAMS AFFECTED: Child Care Centers

ORIGINATING OFFICE: Child Care Administration
Office of Licensing

PURPOSE: Ensure the health and safety of children in child care centers during
evening hours and overnight

AUTHORITY: COMAR 07.04.02
COMAR 07.04.05

ACTION REQUIRED OF: Regional Licensing Staff

REQUIRED ACTION: Inform child care center operators of policy and verify compliance

EFFECTIVE DATE: December 2, 1996

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DEFINITIONS: Evening care is care provided between the hours of 7:00 P.M. and 12:00 A.M. Overnight care is care provided between the hours of 12:00 A.M. and 6:00 A.M. Infrequent evening care and "sleep-overs" (usually not more than once a month), provided by child care centers, and special event "sleep-overs" sponsored by businesses or community organizations are not regulated by the Child Care Administration.

PROCEDURES: A child care center shall request approval from the Regional Office prior to offering evening or overnight care. The child care center operator shall complete the form "Overnight Child Care in Child Care Centers" and the licensing specialist shall conduct a child care center inspection prior to approving the center for evening or overnight care. The Child Care Administration does not require notice of infrequent evening care or "sleep-overs" in child care centers.

GUIDE FOR INSPECTION:

1. Child Care Regulations: Child care centers providing evening and overnight care are required to be in compliance with COMAR 07.04.02 or COMAR 07.04.05.
2. Enrollment and Attendance: An operator may not enroll a child for more than 14 hours in a 24-hour period unless approved in advance by the central or regional office of the Child Care Administration. A written attendance record shall be kept for each child on a daily basis and shall reflect when the child arrives at the center and leaves the center. Prior approval is not required for children who may be in centers more than 14 hours because of occasional evening hours and "sleep-overs".
3. Capacity: An operator shall limit the total number of children to the capacity approved by the Regional Office. When determining capacity for overnight care, the licensing specialist shall consider space, supervision, sleeping facilities, and other safety factors.
4. Beds and Linens: Children in overnight care shall sleep in suitable beds and cribs appropriately spaced to facilitate safe movement and evacuation of children. Each child must have separate, clean linens and toiletries. Cots may be used for children in care during evening hours.
5. Age and Gender: Age and gender sleeping arrangements shall be agreed upon by children's parents and included in parent agreements/contracts. Sleeping arrangements should give school-age children privacy, appropriate to their ages.
6. Meals and Snacks: Age appropriate meals and snacks shall be provided in a timely manner according to the hours children are in care. A written meal and snack plan shall be provided to the office for approval, and posted in the center's area of care. The operator shall maintain a record of food served.
7. Supervision: An operator must provide adequate age-appropriate supervision and care of the children at all times during evening and overnight care. An operator must be responsive to feeding schedules, irregular sleeping habits, sleep disturbances, and age-appropriate bedtime routines (bathing, dressing, toileting, brushing teeth, bedtime curfews, story times.) **All staff must stay awake and alert and actively supervise children at all times.**

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8. Overnight Director: Except when engaged in occasional center-related activities or away on leave, a director shall be present at the center during at least one half of the operating hours of the center each week (includes day and evening hours.) If a day-time director is not the overnight director, the operator or director may hire an overnight director or assign the responsibilities of an overnight director to another qualified person. A person hired or assigned to be the overnight director must meet the criteria and training for the position of "director".
9. Fire Regulations: All rooms used for overnight care shall be approved by the Fire Marshal. Night time fire drills must be conducted monthly and recorded.
10. Evening and Overnight Plan: An operator must submit a written plan of operation. The plan of operation should include the following:
 - A. Number and ages of children to be served
 - B. Supervision of children
 - C. Names of substitutes
 - D. Meal and snack schedules
 - E. Where children will sleep
 - F. Bedtime routine
 - G. Evacuation plan approved by the local fire authority
 - H. Identity of staff member with first aid and CPR training
11. Child Care Center License/Letter of Compliance: The child care center license/letter of compliance shall indicate the number of children that may be in care during evening and overnight hours, as approved by the central or regional office of the Child Care Administration.

CHILD CARE ADMINISTRATION

PLAN OF OPERATION FOR EVENING AND OVERNIGHT CARE

Name of Center: _____

Address: _____

Telephone Number: _____

Child Care Center Operator: _____

(Signature)

Please prepare a plan of operation that includes the following information:

1. Number, ages, and gender of children to be served during evening hours and overnight;
2. Sleeping arrangements including exactly where children will sleep and type of beds that will be used. Sleeping arrangements must be agreed upon by parents and included in Parent Agreements/Contracts;
3. Fire Marshal or local fire authority approval of the rooms that will be used for overnight care;
4. Bedtime and wake-up routines including changing clothes, toileting, teethbrushing, bedtime curfews, story time, schedule for age-appropriate snacks and meals, and night-time feeding plan for infants;
5. Supervision of children including monitoring for sleep disturbances;
6. Name(s) of substitute(s) and Substitute Form(s) if different from day time substitute(s);
7. Identity of staff member with first aid and CPR training;
8. Overnight evacuation plan approved by the Fire Marshal or local fire authority.