

TO: Licensed Child Care Center and Group Child Care Home Providers,
 Education Consultants, and Health Consultants
FROM: OEC Division of Licensing
RE: **Codification of regulations and updates to sample forms and policies**
DATE: January 14, 2025

The CT Office of Early Childhood (OEC) sent notification of recent changes to the child care center and group child care home licensing regulations to all providers immediately following their effective date of October 16, 2024. The notification included both a [plain language summary](#) of the changes along with a link to the [newly enacted regulations](#) where deleted language is identified in [brackets] and the new language is underlined. The **codified version** (without the brackets and underscoring) was recently made available through the Secretary of the State, has been posted on the OEC Licensing section of our website, and is provided here for your convenience: [Child Care Centers and Group Child Care Homes Regulations](#). Programs are encouraged to read the regulations line-for-line with all staff to understand all changes and should ensure this information is also shared with your health and education consultants for their awareness.

To help you become familiar with the changes to the licensing regulations, the OEC has been working to update forms and sample policies because of the changes to the regulations. These updated forms and sample policies are now posted on our website and are listed below for your information. Programs should take time to review the updates and incorporate changes to policies and/or sample forms as needed. If you have questions about the new regulations, you are encouraged to call the Licensing Help Desk at 860-500-4450 or 800-282-6063. You may also reach out to a Licensing Specialist directly.

FORM	DESCRIPTION
Injury, Illness, Incident, Accident Report	Now includes “incidents” required to be reported to DCF or behaviors a child exhibits that requires staff to alter the manner of care provided. Parents must be notified immediately of an illness or injury.
Adult Medical Statement	No longer requires a test for tuberculosis; medical are statements considered “current” for 36 months (previously 24 months).
Affidavit of Ownership	Report changes including, but not limited to, the Legal Representative, name of the program, operator, members of operator board, beneficial ownership.

Change Form	Fillable form to notify Licensing about changes to the program, including, but not limited to, changes regarding physical plant, capacity, legal representative, new director, or new head teacher.
Change in ownership or operator worksheet	Provides guidance for programs when there is a potential change in the legal operator or when there is a question about whether a new application is required.
Complaint Procedure	Programs may use this form to list who is in charge in the absence of the director (see Section 19a-79-3a(d)(6)(c) of the Regulations). A written plan for administrative oversight must be posted.
Consultant/Head Teacher Data Sheet	Reflects that a dental consultant is no longer required.
Consultant Log - Sample log for Social Service or Dietician Consultants	Reflects a log specifically for these two consultants.
Consultant Log - Sample log for Health Consultant	Reflects changes in duties including quarterly review of all injury, illness, incident, and accident reports.
Consultant Log - Sample log for Education Consultant	Reflects date of required <u>annual site visit</u> .
First Aid & CPR Courses for Child Care	First aid courses must be based on a course appropriate for all children served by the American Red Cross, American Heart Association, National Safety Council, or Health and Safety Institute.
First Aid Kit Items List	Two triangular bandages with safety pins no longer required.
Head Teacher approval process	Visit the Early Childhood Professional Registry . Requirements for head teachers in school age only programs have been reduced.
Interim Plans for Head Teacher	Reduces the requirement for education consultants to visit a program from weekly to monthly, clarifies the role of the

	education consultant and specifies the criteria for an acceptable interim plan.
Medication Administration Training Certificate - Sample	In addition to being trained in the methods of administration of medications, staff shall be trained in the specific type of medication being administered (for example: oral/topical/inhalant, injectable, rectal).
Miscellaneous Records Checklist	Reflects changes to required postings.
New Staff Orientation - Sample Checklist	Includes new professional development requirements.
Potassium Iodide (KI) Authorization Form and Fact Sheet	For programs within a ten-mile radius of the Millstone Power Station in Waterford, programs must notify parents and staff of the requirement to distribute and administer potassium iodide during a public health emergency prior to distribution and obtain written permission or objection to administer such medication.
Preschool Endorsement	Reflects changes to the regulations regarding educational requirements, education consultant duties, and health consultant duties.
Records to Be Kept on Premises	Reflects changes to items posted, children's files, program staff files, and additional records.
Sample Inspection Form	Reflects changes to the Regulations, effective October 16, 2024, which will be monitored during annual inspections.
Sample Policies	See "sample policies checklist" below
Sample Policies Checklist	Changes to the policy requirements according to the Regulations are highlighted.
Sample Records Checklist (staff)	Reflects change to staff health record expiration date, professional development, and medication administration training.

Sample Records Checklist (child)	Reflects authorization form for preschool or school age child, informing parents of behavior management techniques.
School Age Endorsement	Reflects changes to school age only head teacher requirements, education consultant requirements, and changes to the written daily program plan.
Safe Sleep Policy for Infants	Reflects updates to the requirements for safe sleep for infants including, but not limited to, observing infants every fifteen minutes, prohibiting the use of weighted sleepers, and prohibiting swaddles without medical documentation that specifies instructions and a timeframe for swaddling.
Under Three Endorsement	Reflects change in group size for two-year olds and requires the health consultant to review all injury, illness, incident, and accident reports on a quarterly basis. Written plans for the use of cloth diapers no longer submitted and approved by OEC. Parents must be informed of policies for sleep arrangements.
Use of Consultants and Sample Agreement Letters	Updates sample agreement letters based on changes to requirements for education and health consultant.