

Differences between Class “A” and Class “B” Child Day Care Regulations

Class “A”	Class “B”
Eligible to receive State and Federal funding.	Prohibited by Louisiana state law from receiving funds either directly or indirectly.
The provider is required to notify CCL&RS of reportable incidents within 24 hours or the next workday. Verbal report is to be followed by a written report.	No reportable incident requirement.
The provider must maintain a daily attendance log for children, including arrival and departure times and the signature of the person to whom the child is released.	No attendance log requirement.
Visitors to center are required to be accompanied by staff at all time.	No visitor accompaniment requirement.
The center must maintain a daily attendance log for all staff members, including owners and director. Log is to include all arrival and departure times.	No staff log requirement.
The provider is required to have someone immediately available in the event of an emergency and to have this person’s name and phone number posted near phone.	Emergency person available when the number of children exceeds ten.
The provider is required to obtain written informed consent from the parent prior to releasing any information, recordings or photographs of the children. If provider utilizes any type of recordings, webcam, etc, the provider is required to obtain written acknowledgment from the parent that they are aware of such recordings.	No written consent required.
No I-9 form requirement	Employee records must contain an I-9 form.
The provider is required to have a satisfactory criminal record clearance and a daily attendance log for therapeutic professionals and extra-curricular personnel.	No such requirement.
The provider is required to have an application, job description and daily attendance log for student trainees.	No such requirement.
Felons may not be employed by the center.	Felons may be employed if there is written approval on file from the district judge or the parish and the local district attorney.
Strictly prohibits physical punishment, corporal punishment, verbal abuse and threats.	Allows corporal punishment per State Law in the form of spanking and with parental approval.
Each staff person is required to receive 12 clock hours of continuing education annually. Continuing education courses must be approved by the Department of Social Services.	Each staff person is required to receive three clock hours of continuing education annually; however, acceptable sources of training include videos and magazine articles. There is no approval process for continuing education topics or trainers.

<p>The provider is required to initially orient staff members and annually review orientation topics with staff members.</p> <p>Topics include:</p> <ul style="list-style-type: none"> • Center policies and practices • Health and safety procedures • Emergency and evacuation plans • Supervision of children • Discipline policy • Job descriptions • Individual needs of children enrolled • Detecting and reporting child abuse and neglect • Current Class A standards • Confidentiality of information regarding children and their families. 	<p>The provider is required to do a one time orientation of staff members.</p> <p>Topics include:</p> <ul style="list-style-type: none"> • Center policies and procedures • Health and safety procedures • Emergency and evacuation procedures
<p>50% of all staff members on the premises and accessible to the children required to have current Infant/Child/Adult CPR certification.</p>	<p>50% of staff members on premises required to have current Infant/Child CPR certification. There must be at least one staff member with current Adult CPR certification if there is a child eight years or older on the premises.</p>
<p>A minimum of 50% of all staff on the premises is required to have current approved Pediatric First Aid training.</p>	<p>Pediatric First Aid training is not required.</p>
<p>Staff are required to obtain DHH medication administration training is the provider administers medication to the children in care.</p>	<p>No training requirement if staff administer medication.</p>
<p>Child/Staff ratios are reviewed every three years and are currently as follows:</p> <ul style="list-style-type: none"> • Infants 5:1 • One year 7:1 • Two years 11:1 • Three years 13:1 • Four years 15:1 • Five years 19:1 • Six and older 23:1 	<p>The following ratios are set by law:</p> <ul style="list-style-type: none"> • Infants 6:1 • One year 8:1 • Two years 12:1 • Three years 14:1 • Four years 16:1 • Five years 20:1 • Six and older 25:1
<p>The provider must have a minimum of two child care staff present during hours of operation when children are present.</p>	<p>The provider can have only one staff member present, depending on the number and ages of children present.</p>
<p>When going off-site for field trips, child/staff ratio plus one additional adult shall be present.</p>	<p>No additional adult is required.</p>
<p>If children with special needs are present, Licensing may require additional staff if the number or nature of the special needs warrant it.</p>	<p>No such requirement.</p>
<p>Parents are not permitted to provide any meals or snacks except under specific conditions.</p>	<p>Parents may provide the children's meals and snacks. These meals and snacks to not have to meet any nutritional guidelines.</p>

Center is required to follow the Child Care Food Program guidelines for meals and snacks.	If the center does provide meals or snacks, the meals must meet the Child Care Food Program guidelines. There is no requirements for snacks to be nutritious.
The provider must send daily written reports to the parents for infants in care.	No daily written report requirement.
Center Directors must be qualified and be an on-site, full-time employee.	Multiple sites may have the same Director. The Director is not required to be present at any site. Directors hired prior to 6/20/1990 are exempt from meeting director requirements.
The provider is required to maintain a written record if and when parents go on-site to administer medication to their child.	No such requirement.
The provider is required to complete a written report for unusual behaviors.	No such requirement.
The provider must maintain a written record of non-vehicular excursions.	No such requirement.
When transporting a child under the age of five, the provider to required to have the driver plus one staff member present in the vehicle.	No such requirement.
No such requirement.	A fire extinguisher is required to be stored in the vehicle.
For nighttime care, a minimum of two staff members are required.	Only one staff member required for nighttime care if ratio met.
For nighttime care, the center's entrance and drop off zones shall be well-lighted.	No such requirement.
The provider is required to conduct a visual check of the center to ensure no children remain in the center when the center closes each day.	No such requirement.
If center consists of more than one building, the provider is required to have a method for staff in each building to contact one another. A written plan for securing emergency help must also be posted.	
The following items are specifically prohibited: <ul style="list-style-type: none"> • Trampolines • Infant walkers 	These items are not specifically prohibited.
Infant bed railings must be in the up and locked position at all times when a child is in the bed.	No such requirement.
Sheets and coverings must be changed immediately when soiled or wet.	No such requirement.
No such requirement.	If center contains a private residence, each adult living there must meet the same medical requirements as employed personnel and each child must meet the same medical requirements as children enrolled in the center.