

Maine Child Care Licensing

Child Care Licensing’s primary mission is to ensure the health and safety of children and to support preventive, protective, and quality child care services. Child Care Licensing meets this mission through monitoring, providing technical assistance, and establishing partnerships with providers, parents, and the child care stakeholder community.



The Department’s Child Care Licensing Unit provides oversight and support of licensed Child Care Facilities and Family Child Care Providers with 18 Child Care Licensing Specialists and 3 Licensing Supervisors. All children and families, regardless of age, ethnicity, cultural background, gender, socioeconomic status, or ability, are afforded the same protections under law and regulations for child care services.

What is the Monthly Message?

Child Care Licensing’s Monthly Message is being sent to all of you, Maine’s valuable licensed child care providers! We’ll be including general updates, reminders, and bite size interpretive guidelines. As a reminder, our goal over the course of this year is to create a single comprehensive interpretive guide for each child care licensing rule. Think of this as a compliance guide that allows for a shared understanding of the requirements, the intent/rationale, and for some requirements a description of how the rule is measured. We hope that these monthly bite size interpretive guidelines will immediately increase understanding, trust, and compliance.

DID YOU KNOW?

Sun Safety Tips

- Your best bet to protect skin from the sun is to use a broad-spectrum sunscreen, and wear protective clothing outside, even when you’re in the shade.
- Encourage parents to send hats and sunglasses for outdoor time. Long sleeved shirts, long pants and skirts can also provide protection from UV rays.
- Move outdoor activities to shaded areas of your outdoor space.
- Avoid scheduling outdoor activities when the sun is strongest.
- Provide breaks during outdoor activities so children can reapply sunscreen and get water.

Staff *Highlights*

We proudly recognize Child Care Licensing Specialist Katie Danaher, LSW. Katie has been with Children’s Licensing and Investigation Services (CLIS) since 2012. Prior to joining CLIS, Katie was employed as a Child Protective Services Caseworker for six years in Maine and prior to that in Massachusetts. Katie has a Bachelor of Psychology degree from Gordon College. Katie is passionate about health and safety related topics and works diligently to support providers. Thank you, Katie, for your dedication and hard work.



* Don’t forget to update summer permissions for sunscreen, swimming and wading, and bug spray if you use it.

Happy National Child Care Provider Appreciation Day!

May 12th is National Child Care Provider Appreciation Day. We would like to thank you for all of your hard work and dedication to children and families throughout the State of Maine.

The Childcare Provider

Although I'm not their parent,
I care for them each day.
I cuddle, sing, and read to them,
And watch them as they play.

I see each new accomplishment,
and help them grow and learn,
I understand their language,
and I listen with concern.

They come to me for comfort,
And I kiss away their tears.
They proudly show their work to me,
I give the loudest cheers!

No, I am not their parent,
But my role is just as strong.
I nurture them and keep them safe,
Though maybe not for long.

I know someday the time may come,
When we will have to part,
But I know each child I've cared for
Is forever in my heart!!!!!!
~author unknown



Important Reminders/Updates

- Adult and Pediatric CPR and First Aid Certification must include a hands-on skill component. Online only certification does not meet the requirement and will not be accepted.
- Please let your Child Care Licensing Specialist (CCLS) know if you will be closing for longer than a two-week vacation period. Your license will be placed in active-on-hold status during the closure period. You must notify your CCLS of your planned reopening date. If the closure is for a period of one month or more a re-inspection will need to occur prior to reopening to ensure children's safety and rule compliance.
- If you have not yet submitted your training and education documentation to Maine Roads to Quality and have a Career Lattice level of Novice please do so as soon as possible. If you do not send in proof of training and education, it could impact the wage supplement amount that you receive when changes to the Wage Supplement Program occur on July 1, 2023.
- With the warmer weather it may be time to update sunscreen permission slips. If you use bug spray, you may want to consider updating or obtaining permissions, but this is not a licensing requirement.
- As referenced in the March Monthly Message, definitions in the rules provide valuable information. Some in particular we want to highlight are:

Incident: Ch. 32 and Ch. 33 Section 1(B)(24). An incident is a noteworthy occurrence, including but not limited to an aggressive outburst, allegations of inappropriate conduct by a Child Care Staff Member, inappropriate Child sexual behavior, unusual event, observations of changes in behavior, or a disclosure of abuse or neglect from a Child or parent.

We have recently observed that many may not realize the requirement to document incidents. For example, we commonly see incidents such as challenging child behaviors, children being left unsupervised, or use of inappropriate child guidance methods by a Child Care Staff Member not documented on an incident report form. You may use the documentation format that works best for you, as long as the parent/legal guardian is immediately notified, and a signature is obtained from them within 48 hours of the event. The incident reports need to be placed in the child's record. A good rule of thumb when determining if you need to document an incident is, if an incident is significant enough that a parent/legal guardian should be notified, it must be documented.

Non – Swimmer: Ch. 32 1(B)(44) and Ch. 33 1(B)(35) means a Staff Member or Child who cannot swim 25 feet on their stomach, 25 feet on their back, and tread water for 1 minute.

Swimming Pool: Ch. 32 1(B)(52) and Ch. 33 1(B)(60) Swimming Pool means any water-filled container, located indoors or outdoors, for swimming or recreational activity, and having a depth of more than twenty-four inches (24") at any point.

Wading Pool: Ch.32 1(B)(67) and Ch. 33 1(B)(57) Wading Pool means a pool with a water level maintained at 24 inches or less and that is no more than 4 feet in diameter. This pool does not require a filter and may not contain chemically treated water.

Water Safety Attendant: Ch. 32 1(B)(66) and Ch. 33 1(B)(60) means a person assigned to watch over Children participating in water activities who has completed a Department-approved basic water safety course that includes training in non-swimming rescue techniques within the last three years.

Wading Pool Attendant: Ch. 32 1(B)(68) and Ch. 33 1(B)(60) is defined as is a person who holds a valid Adult and pediatric First Aid and CPR certificate and is responsible for supervision of Children in a Wading Pool as defined above.

Interpretive Guidelines

(Please refer to 10-148 C.M.R Ch. 32 and Ch. 33 for a complete review of all requirements)

- Wading Pool: Ch.32 1(B)(67) and Ch. 33 1(B)(57) Wading Pool means a pool with a water level maintained at 24 inches or less and that is no more than 4 feet in diameter. This pool does not require a filter and may not contain chemically treated water. Splash pads are allowed for use, this type of water play equipment has little to no standing water. Please adhere to manufacturer’s recommendations for all water play equipment.

Splash Pad



- Ch. 32 and Ch. 33 15(A)(1) A Provider or Child Care Facility that provides swimming or wading activities must develop policies and procedures regarding swimming and wading activities and safety procedures. Policies and procedures must be developed for any Provider or Child Care Facility that uses a wading pool, swimming pool, or natural bodies of water for both on-site and off-site water activities.
- Ch. 32 15(D) Minimum training and certification required for water activities. The Child Care Facility must have appropriately trained water attendant(s), as defined by this rule, present at all times during swim instruction or other swimming or wading activities. This rule refers to swimming or wading activities that take place on the premises of the Child Care Facility.
- Ch. 32 15(J)(2) For water activities at off-site pools or natural bodies of water, when a Certified Lifeguard is not on duty, the Child Care Facility must provide one water safety attendant for every 13 Children present. This requirement is different from 15(D) above because the swimming or wading activity is not taking place on the premises of the Child Care Facility.
- Ch. 32 and Ch. 33 15(F)(4) All above-ground Swimming Pools must have non-climbable sidewalls that are at least four feet high or must be enclosed with a fence at least four feet in height and secured with a Locked gate. When the Pool is not in use, steps must be removed from the Pool or otherwise protected to prevent unsupervised access. This also includes ensuring filter pumps are inaccessible to children as they could be used as a step to gain access to the pool.
- Ch.32 and Ch. 33 15(K) Non – Swimmers. All non-swimmers must be clearly identified as Non-swimmers in a way that is visually and easily recognized by Child Care Staff Members, water safety attendants and Certified Lifeguards as applicable. Items to use to identify non – swimmer include but are not limited to: Zinc-oxide colored sunscreen, or colored wrist bands, bathing caps, and t-shirts.

*** Please see attached Wading and Swimming Matrix**



Thank you for all that you do for Maine children and families.