

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

DATE: January 29, 1996

CIRCULAR LETTER #: 96-06 Child Care Administration
Replaces Guideline for Family Child Care Overnight Care (93-001)

TO: Regional Managers, Licensing Supervisors, Licensing Specialists,
Maryland State Family Day Care Association

FROM: Linda Heisner, Executive Director
Child Care Administration

RE: Overnight Child Care in Family Day Care Homes

PROGRAM AFFECTED: Family Day Care

ORIGINATING OFFICE: Child Care Administration
Office of Licensing

PURPOSE: Establish a policy for overnight care in family day care homes, and the
basis for exempting a family child care provider from the requirements of
overnight care

AUTHORITY: Family Day Care Regulations (COMAR 07.04.01)

ACTION REQUIRED OF: Regional Licensing Staff

REQUIRED ACTION: Determine compliance with policy prior to granting family child care
providers approval to care for children overnight or granting exemptions

EFFECTIVE DATE: February 1, 1996

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DEFINITION: Overnight care is care provided between the hours of 12:00 A.M. and 6:00 A.M.

PROCEDURES:

1. When determining capacity for overnight care, the licensing specialist should consider the provider's own children and other residents of the home, space, supervision, sleeping facilities, and any other safety factors (refer to COMAR .07.04.01.23).
2. Children in overnight care must sleep in beds or cribs. Cots are not acceptable for overnight care. Each child must have separate clean linens and toiletries.
3. Age- and gender-appropriate sleeping arrangements must be agreed upon by children's parents and included in the Parent Agreement/Contract.
4. All rooms used for overnight care must have been approved by the Fire Marshal.
5. Age-appropriate meals and snacks must be provided according to the hours children are in care.
6. The provider must provide appropriate supervision of children at all times during overnight care. The provider must be responsive to feeding schedules, sleeping habits, sleep disturbances, and age-appropriate bedtime routines.
7. The provider must request approval from the Regional Office prior to offering overnight care. A plan of operation must also be submitted to the Regional Office which includes:
 - A. Number and ages of children to be served
 - B. Meal and snack schedule
 - C. Name of substitute, if different from the day time substitute
 - D. Name of additional adult on the premises and all required information if providing 24-hour care for four or more children
 - E. Supervision plan
 - F. Bedtime routine
 - G. Evacuation plan

FIRE REGULATIONS THAT IMPACT ON OVERNIGHT CARE:

1. Smoke detectors, an evacuation plan, and two means of escape are required in each room where children sleep.
2. If care is provided for 4 or more children the provider or substitute must be awake and alert at all times.
3. Night-time fire drills must be conducted four times per year. A record of the dates and times of fire drills must be maintained.

EXEMPTION: Family child care providers may request and be granted an exemption to the requirements for overnight care if, because of parents' work schedules, children must remain in care for up to one half hour after 12:00 A.M. or arrive up to one half hour prior to 6:00 A.M.

TECHNICAL ASSISTANCE: If you have questions, contact the Director of Licensing, Child Care Administration, at (410) 767-7805.

OVERNIGHT PLAN OF OPERATION

Provider's Name: _____

Address: _____

Telephone Number: _____

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

1. Sleeping arrangements including exactly where children will sleep, type of beds, whether anyone else will be in the room, etc. Sleeping arrangements must be included in Parent Agreements/Contracts;
2. Sample overnight schedule including what the bedtime routine will be for bathing, toileting, toothbrushing, bedtime curfews, story time, night-time feeding plan for infants, and breakfast;
3. Description of how the additional adult will be used if 24 hour care is provided for four or more children;
4. A copy of the overnight evacuation plan;
5. A completed substitute form if the substitute is different from the day time substitute.

Revised: 1/96