Fairfield Common School – Working Group January 14,2026

Childcare Licensing Regulations - Afterschool Child Care Programs

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| Regulation item | Building design implications |
| 3.3 During the hours of operation, the facility shall be used only for the purposes of providing Afterschool Child Care Program services or training. | Cannot divide room and use for meetings simultaneously. |
| 3.6 There shall be a telephone, in working order, on the premises for incoming and outgoing calls. The phone number for the Afterschool Child Care Program shall be known to the parents and the Division. The use of answering machines, voice mail, and cell phones is permitted only when fully operational, located where they can be heard by Staff and checked at least every fifteen minutes. | Provide telephone connection and service. |
| 3.9 Parents shall have unlimited access without delay to their children whenever such children are in the care of the Afterschool Child Care Program. | Doors to space to remain unlocked. |
| 4.1 All records, reports, and documentation required by these regulations related to the Afterschool Child Care Program shall be maintained in an up‐to‐date manner by the Licensee and are subject to inspection by and/or surrender to the Department during regular program hours or upon request by a Department representative. All documentation shall be maintained for one year. | Safe, lockable storage area for files. |
| 4.2 A complete file for each enrolled child including youth Volunteers or leaders‐in‐training who are 13, 14, or 15 year olds shall be available on site, be updated annually, and, contain the following documentation in either hard copy or accessible and printable electronic format: | Safe, lockable storage area for files. |
| 5.23 The licensee shall maintain a legally notarized affidavit onsite, signed by the licensee or designee, testifying that each staff file contains these records as required in the rule 5.22 of these regulations. The licensee shall permit representatives of the Division to have full access to off‐site records to verify documentation. | Safe, lockable storage area for files. |
| 6.2 The maximum number of children in an identified group shall be twenty‐six (26).  6.3 The staff/child ratio shall not exceed 1:13. When the number of children exceeds 10, another identified Staff person shall be available within immediate proximity on site in order to provide prompt assistance in the event of an emergency. | The full first floor or second floor space has adequate area for maximum number of children and staff ratio. |
| 8.2 The program curriculum shall provide for the following activities every day:   * inside and outside choices (weather permitting) * quiet and active choices * individual and group activities * cognitive and physical opportunities * child‐initiated and Staff‐directed activities * activities that allow children to express themselves creatively: i.e. dramatic play, * creative arts, etc. | Ability to divide spaces to accommodate different activities. We plan to provide moveable partitions. |
| 8.3 Materials shall be varied, age‐appropriate and available in sufficient quantity to meet the needs of children in the program. | Provide adequate storage. |
| 8.9 Unless integral to part of an enrichment or educational activity, screen time (the time spent watching television, playing video games, using computers including hand held devices and surfing the internet) shall:  • not exceed 2 hours per week  • be in the presence of Staff  • be designed for the age of the engaged children. | Provide power to area designated for computer/laptop/tablet use and charging. |
| 8.15 Staff shall observe confidentiality in regard to child/family records and family information. Confidential conversations regarding children/families or collaborating agencies shall take place in private. | Provide small office or meeting room with sound attenuation. |
| 10.1 There shall be at least one readily available first aid kit wherever children are in care, including one for field trips and outings away from the facility and one to remain on site if all children do not leave the facility. | Provide space for medical storage or wall-mounted first aid kit. |
| 10.4 When a child enrolled in the Afterschool Child Care Program has emergency medical devices or medication, such as an EpiPen, prescribed by a medical professional, the Licensee shall ensure that all Staff who interact with that child are trained on appropriate use of emergency devices and medications. | Provide lockable storage for emergency medical devices and medications. |
| 11.1 The licensed space shall provide at least thirty‐five (35) square feet of safe, usable space per child inside the facility, excluding areas where children’s personal belongings are stored and areas primarily used for hallways, bathrooms, offices and the food preparation area in the kitchen. | The full first floor or second floor space has adequate area. |
| 11.2 There shall be a safe outdoor play area which provides a minimum of seventy‐five (75) square feet of space per child. The play area shall include provision for shade and be fenced or otherwise separated from traffic and other hazards. | Provide designated, fenced-in or separated outdoor play area. |
| 11.10 Bathroom and kitchen floors and molding surfaces shall be constructed and maintained to permit easy cleaning.  11.11 Surfaces accessible to children shall be smooth and easily cleanable and free of toxic materials. | Finish Specifications to comply. |
| 11.12 Air conditioners, electric fans and heaters shall be mounted out of children’s reach or have safeguards that prevent children from being injured. | Integrated systems to avoid need for portable units. |
| 11.13 Stairs, ramps, walks, platforms and porches shall be equipped with handrails and be kept clear and safe. | Provide handrails designed per building code. |
| 11.14 The Licensee shall ensure garbage, recycling and compost is not allowed to exceed the limits of its container and is removed from rooms used by children at least once the container is full, if it develops an odor, or presents some other health or safety risk. | Outdoor waste/recycling/compost receptacles located in a convenient place for staff. |
| 11.20 There shall be a conveniently located toilet and hand washing sink for every fifteen children or portion thereof. Toilets are to be used only by children, parents, Staff and volunteers of the center during program hours. | 2 bathrooms required |
| **Lead and Asbestos Safe Facilities 11.27-11.33** |  |
| 11.35 An approved drinking water system serving at least twenty‐five persons daily shall provide a supply of water that meets applicable standards as defined by Department of Environmental Conservation.  11.37 Water from a public water system shall be in compliance with the applicable Department of Environmental Conservation regulations. | If public water is not approved for drinking, provide drinking fountain or water dispenser to meet regulation. |
| 12.3 Indoor climbing structures that allow children to achieve a height of more than 30 inches shall have appropriate shock absorbing cushioned surfaces beneath them to protect children from injury in the event of a fall.  12.4 Bookcases and other shelving units above 3 feet in height shall be secured. Other shelving units shall not present a tipping or falling hazard. | Only applicable if provided. |
| 12.5 Hazardous substances shall be in their original container, stored separately and inaccessible to children. | Provide lockable storage cabinet or closet. |
| 12.6 Closet and bathroom doors which can be locked shall have an unlocking device readily accessible to Staff. A locking or fastening device shall not be used on the outside of the door which would prevent free escape from inside. | Door hardware specifications to comply. |
| 12.9 Children shall be properly attired for the weather and be outfitted with coats, hats, boots, gloves, etc. when appropriate. | Provide storage for children’s supplies. |
| 12.11 Outdoor play equipment shall be available and appropriate for the children.  12.13 All outside equipment, materials, furnishings and play areas shall be sturdy, safe, and in good repair and shall meet the recommendations of the U.S. Consumer Product Safety Commission (CPSC). (See Appendix B).  12.14 Cushioning material which is absorbent shall be in place under climbers, slides, swings, or other structures which allow children to achieve a height of more than thirty inches. | Provide regulated play equipment and adequate space within designated outdoor play area. |
| 12.15 Children on bicycles, roller blades, skateboards, or scooters shall wear helmets. | Provide bicycle racks or other appropriate storage for outdoor gear. |
| 12.16 Play equipment and play surfaces shall be provided for children with disabilities in accordance with recommendations from the Americans with Disabilities Act (ADA). | Additional clearance areas at outdoor space for maneuvering. |
| 13.2 Children shall have free access to toilet facilities. | Consider proximity of access to toilet facility to daycare space. |
| 13.7 Staff and children shall all wash their hands with soap under warm, running water:   * before they eat or prepare food * after they use the toilet * after handling animals * after playing outside.   13.8 Staff shall also wash their hands with soap under running water:   * before and after giving medication * after eating * after cleaning up after a sick child or injured child * after handling items soiled with blood or body fluids. | Consider providing additional hand washing stations separate from the bathrooms. |
| 13.10 All toys and indoor equipment shall be cleaned at least monthly.  13.11 Toilets and sinks shall be cleaned and disinfected daily.  13.15 Hard floors and carpets shall be cleaned at least daily. Carpets shall be vacuumed daily. Carpets shall be hot water extracted at least twice per year. | Provide adequate areas for cleaning and cleaning supplies. |
| 13.17 All medications shall be inaccessible to children but immediately accessible to designated Staff. | Lockable storage in the main daycare space. |
| 14.2 Children shall be served a meal or snack at least every three hours.  14.5 When meals/snacks are furnished by the parent, parents shall be encouraged to provide appropriate portions of food which is adequate and nutritious. | Provide storage for food/snacks. Potentially lockable. |
| 15.1 The Licensee shall ensure that all on‐site meal preparation shall have approval by the Division. The on‐site preparation of snacks only does not require approval by the Division. | No on-site meal preparation. |
| 15.8 All readily perishable food or drink, including that brought by children or parents, shall be refrigerated at or below forty‐five (45) degrees Fahrenheit, (seven [7] degrees Celsius), except when being prepared or served. | Provide Refrigerator |
| 15.13 All non‐perishable foods shall be stored in plainly labeled, dated and rodent proof containers.  15.15 All containers and utensils shall be stored eighteen inches off the floor if stored on open shelves. Dishes shall be stored in closed space. Cupboards shall be clean.  15.18 Paper cups, plates, straws, spoons, forks, and other single service containers and utensils shall be purchased in sanitary cartons and stored in a clean and dry place until used. After removal from the cartons, these articles shall be placed in dispensers or stored so that the food contact surfaces are not exposed to sources of contamination. Single service utensils shall be used only once. | Storage cabinets or closets sized appropriately for containers. |
| 15.22 When multi‐services utensils are used a mechanical dishwasher shall be equipped with a rinse cycle of l40 degrees Fahrenheit (57 degrees Celsius). This shall be installed and operated according to the manufacturer’s recommendations. | Provide dishwasher. |
| 15.23 When a dishwasher is not available and single service items are not used; a three compartment sink with adequate space for drain boards shall be required for the dishwashing, rinsing and sanitizing of dishes and utensils. Dishes shall be washed in hot, clean water at 120 degrees Fahrenheit (49 degrees Celsius), rinsed in hot, clean water and immersed for 2 minutes in sanitizing rinse. Bleach solution shall be used following the instruction of the manufacturer regarding sanitizing. Hand washed dishes shall be air‐dried. | Only if dishwasher not provided. |
| 18.27 Lead Poisoning Prevention: If the facility to be licensed was constructed prior to 1978 and has not been determined to be lead free by an inspector licensed by the Vermont Department of Health, the applicant shall comply with the requirements of 18 V.S.A. §38, 54 Childhood Lead Poisoning Prevention Law prior to licensure and shall assure that essential maintenance practices have been performed and will continue to be performed. Regulated programs housed in public schools are exempt. | Have inspection completed for lead. |