



Minimum Standards Revision Notice

Date: October 8, 2018 **Effective Date:** October 8, 2018

To: All Holders of Chapter 747, Minimum Standards for Child-Care Homes

From: Jean Shaw, HHSC Associate Commissioner for Child-Care Licensing

Subject:

Update Training Requirements, particularly in relation to First Aid and CPR:

- Personnel Records;
- Qualifications;
- Professional Development; and
- Field Trips.

The amendments and new minimum standard outlined in this Revision Notice continue to implement portions of the federal Child Care Development Block Grant (CCDBG) Act of 2014. The CCDBG authorizes the Child Care and Development Fund (CCDF) program, which is the primary federal funding source devoted to providing low-income families with access to child care. The CCDBG Act makes significant reforms to the CCDF program to raise the health, safety, and quality of child care, including specifying mandatory training topics. The changes will be effective on October 8, 2018.

Training Requirements

The amendments and new minimum standard noted below generally clarify or reorganize the minimum standards for better readability and

understanding, make each consistent with Chapters 744 and 746, delete outdated grandfather clauses, and update citations. There are some additional specific changes to each minimum standard that are further explained below.

Personnel Records

§747.901. What information must I maintain in my personnel records?

The amendments to §747.901(3) and (9):

- Clarify that a statement from any health care professional, not just a physician, may verify that an employee is free of active tuberculosis; and
- Replaces the term “child abuse and neglect” with the term “child maltreatment” to be consistent with the amendments made to §747.1301.

Qualifications

§747.1007. What qualifications must I meet to be the primary caregiver of a registered child-care home?

§747.1107. What qualifications must I meet to be the primary caregiver of a licensed child-care home?

§747.1207. What minimum qualifications must an assistant caregiver meet?

§747.1209. What additional minimum qualifications must a substitute caregiver meet?

The amendments to §747.1007 and §747.1107 regarding a primary caregiver’s qualifications in a registered or licensed child-care home, require new proof of training in:

- The prevention, recognition, and reporting of child maltreatment; and
- Understanding the developmental stages of children.

The amendments to §747.1207 and §747.1209 clarify that the minimum qualifications in these two minimum standards apply to an assistant

caregiver or substitute caregiver “who is counted in the child/caregiver ratio”. In addition, the amendments to §747.1207 add references to the exceptions in §747.1211 for when an assistant caregiver that is not 18 years old or does not have a high school diploma may be employed.

Professional Development

§747.1301. What must orientation for caregivers at my child-care home include?

§747.1303. What training must I ensure that my caregivers have within certain timeframes?

§747.1305. What areas of training must the annual training for substitute and assistant caregivers cover?

(Repeal) §747.1307. What training must I have?, [Note: This minimum standard was unnecessary, because the information is already included in other minimum standards.]

§747.1309. What areas of training must the annual training for the primary caregiver cover?

§747.1313. (Repeal and New) Who must have pediatric first aid and pediatric CPR training?

§747.1314. What additional training must an employee and a caregiver have if the home transports children?

§747.1327. What documentation must I provide to Licensing to verify that caregivers have met training requirements?

§747.1403. What must orientation for household members at my child-care home include?

The amendments to §747.1301:

- Alter the question and answer so the minimum standard represents only the curriculum that is required for orientation;
- Regarding the orientation requirement for the “prevention, recognition, and reporting of child maltreatment”, replace the phrase “child abuse and neglect” with “child maltreatment” to be more consistent with the federal health and training topic in the CCDBG and the HRC §42.04261; [Note: This change will not impact how this minimum standard is monitored or cited.] and

- Require the orientation for caregivers to include “understanding the developmental stages of children.”

The amendments to §747.1303 significantly alter the chart, so all of the training requirements for caregivers are in one place that is easy to find. This chart lists each type of training that is required, including the number of hours required, if applicable, and when the training must be completed. Regarding when the training must be completed:

- Orientation is required within seven days of employment and before a caregiver may have unsupervised access to children; and
- Pediatric first aid with rescue breathing and choking and pediatric CPR must be completed:
 - By the primary caregiver before the home is licensed or registered;
 - By the substituted caregiver before being counted in the child-caregiver ratio; and
 - By the assistant caregiver within 90 days of employment.

The amendments to §747.1305 and §747.1309 alter the question and answer so the minimum standard represents only the curriculum that is required for annual training for substitute and assistant caregivers.

The repealed and new §747.1313 explains the new requirements for pediatric first aid with rescue breathing and choking and pediatric CPR, including:

- Each primary caregiver, substitute caregiver, and assistant caregiver must have a current certificate of training with an expiration or renewal date in both pediatric first aid with rescue breathing and choking and pediatric CPR; [Note: §747.1303(2)(C)(i), (ii), and (iii) states when the training must be completed by, which was explained above.]
- As previously required, the pediatric CPR training must adhere to the guidelines for CPR for a lay person established by the American Heart Association; and
- The pediatric CPR training may be provided by blended learning.

The amendments to §747.1317 clarify that:

- The primary caregiver and any employee must have two hours of transportation safety training if the home transports children whose chronological or development age is younger than nine; and
- The transportation safety training requirement is in addition to any other requirements for training.

The amendments to §747.1327 clarify the differences between documentation for annual training and documentation for pediatric first aid and CPR. Specifically, annual training requires an original certificate or letter. Pediatric first aid and CPR can be an original certificate or letter, or a photocopy of an original certificate or letter, as long as the employee is able to provide the original upon Licensing's request.

The amendments to §747.1403, regarding the orientation of household members of the "symptoms of child maltreatment and the responsibility for reporting these", replace the phrase "abuse and neglect" with "maltreatment" to be more consistent with the federal health and training topic in the CCDBG and the HRC §42.04261; [Note: This change will not impact how this minimum standard is monitored or cited.]

Field Trips

§747.2901. May I take children away from my child-care home for field trips?

The amendments to §747.2901 update the first aid and CPR requirements for field trips, which now require at least one caregiver per group of children to have training in pediatric first aid and pediatric CPR.

You may print copies of the updated Minimum Standards from the website at http://www.dfps.state.tx.us/Child_Care/Child_Care_Standards_and_Regulations/default.asp.

Also on the Child Care Licensing website is a final version of the Chapter 747 minimum standard amendments *[First Aid and CPR Display](#)* in bolded/strike-through (**new/delete**) format.

If you have questions, please contact your licensing representative or send an email to msc@hhsc.state.tx.us.