

**CHAPTER 122**

**MANUAL OF REQUIREMENTS FOR  
CHILD CARE CENTERS**

**Authority**

N.J.S.A. 30:5B-1 to 15.

**Source and Effective Date**

R.1998 d.502, effective September 15, 1998.  
See: 30 N.J.R. 1264(a), 30 N.J.R. 3688(a).

**Executive Order No. 66(1978) Expiration Date**

Chapter 122, Manual of Requirements for Child Care Centers, expires on September 15, 2003.

**Chapter Historical Note**

Chapter 122, Manual of Requirements for Child Care Centers, was originally codified in Title 6 as Chapter 26. Chapter 26 was filed and became effective prior to September 1, 1969.

Pursuant to N.J.S.A.30:1-25, Chapter 26 was recodified as N.J.A.C. 10:122, effective July 27, 1972.

Chapter 122 was repealed and Chapter 122, Manual of Requirements for Child Care Centers, was adopted as new rules by R.1989 d.261, effective May 15, 1989. See: 20 N.J.R. 3079(b), 21 N.J.R. 1431(b).

Chapter 122 was repealed and Chapter 122, Manual of Requirements for Child Care Centers, was adopted as new rules by R.1994 d.231, effective May 16, 1994. See: 25 N.J.R. 4987(a), 26 N.J.R. 2100(a).

Pursuant to Executive Order No. 66(1978), Chapter 122, Manual of Requirements for Child Care Centers, was readopted as R.1998 d.502, effective September 15, 1998. See: Source and Effective Date. See, also, section annotations.

**CHAPTER TABLE OF CONTENTS**

**SUBCHAPTER 1. GENERAL PROVISIONS**

- 10:122-1.1 Legal authority
- 10:122-1.2 Definition of child care center
- 10:122-1.3 Definitions of other terms
- 10:122-1.4 Hours of care

**SUBCHAPTER 2. LICENSING PROCEDURES**

- 10:122-2.1 Application for a license
- 10:122-2.2 Issuance of a license
- 10:122-2.3 Location of a center
- 10:122-2.4 Denying, suspending, revoking or refusing to renew a license or a Certificate of Life/Safety Approval
- 10:122-2.5 Administrative hearings
- 10:122-2.6 Complaints
- 10:122-2.7 Public access to the Bureau's licensing records
- 10:122-2.8 Procedures for securing a Certificate of Life/Safety Approval

**SUBCHAPTER 3. CENTER ADMINISTRATION**

- 10:122-3.1 Administrative responsibility
- 10:122-3.2 Reporting requirements
- 10:122-3.3 Center records
- 10:122-3.4 Comprehensive general liability insurance
- 10:122-3.5 Telephone requirements
- 10:122-3.6 Information to Parents document

**SUBCHAPTER 4. STAFF REQUIREMENTS**

- 10:122-4.1 General requirements for sponsor, director, and all staff members
- 10:122-4.2 Staffing requirements
- 10:122-4.3 Staff/child ratios
- 10:122-4.4 Grouping of children
- 10:122-4.5 Staff responsibilities
- 10:122-4.6 Staff qualifications
- 10:122-4.7 Staff orientation and development
- 10:122-4.8 Special requirements to prevent child abuse and/or neglect
- 10:122-4.9 Child Abuse Record Information background check procedures
- 10:122-4.10 Criminal History Record Information background check procedures

**SUBCHAPTER 5. PHYSICAL FACILITY  
REQUIREMENTS**

- 10:122-5.1 State, county and municipal government physical facility requirements
- 10:122-5.2 Physical plant requirements for all centers
- 10:122-5.3 Additional physical plant requirements for early childhood programs
- 10:122-5.4 Additional physical plant requirements for school-age child care programs

**SUBCHAPTER 6. PROGRAM REQUIREMENTS**

- 10:122-6.1 Activities
- 10:122-6.2 Program equipment for children's daily activities
- 10:122-6.3 Food and nutrition
- 10:122-6.4 Rest and sleep requirements for early childhood programs
- 10:122-6.5 Policy on the release of children
- 10:122-6.6 Discipline
- 10:122-6.7 Special requirements to prevent child abuse and/or neglect and inappropriate staff behaviors toward children
- 10:122-6.8 Parent and community participation

**SUBCHAPTER 7. HEALTH REQUIREMENTS**

- 10:122-7.1 Illnesses/communicable diseases
- 10:122-7.2 Attendance by children and/or staff members known to be infected with Human Immunodeficiency Virus (HIV)
- 10:122-7.3 Health and immunization requirements for children
- 10:122-7.4 Health requirements for staff members
- 10:122-7.5 Administration and control of prescription and non-prescription medicines and health care procedures
- 10:122-7.6 Accident and injury to a child while in the center's care
- 10:122-7.7 Environmental sanitation requirements
- 10:122-7.8 Personal hygiene requirements
- 10:122-7.9 Illness log for early childhood programs
- 10:122-7.10 Reporting of illnesses, injuries, and reportable diseases
- 10:122-7.11 Information to parents regarding the management of communicable diseases

**SUBCHAPTER 8. REQUIREMENTS FOR CENTERS  
SERVING SICK CHILDREN**

- 10:122-8.1 Requirements for all centers serving sick children
- 10:122-8.2 Admission criteria
- 10:122-8.3 Requirements for additional staff for centers serving sick children
- 10:122-8.4 Requirements for additional physical facilities for centers serving sick children
- 10:122-8.5 Program requirements for centers serving sick children
- 10:122-8.6 Sanitation and infection control
- 10:122-8.7 Requirements for additional records for centers serving sick children

## SUBCHAPTER 9. TRANSPORTATION REQUIREMENTS

- 10:122-9.1 Scope
- 10:122-9.2 Vehicle definitions
- 10:122-9.3 Vehicle requirements
- 10:122-9.4 Driver licensing requirements
- 10:122-9.5 Vehicle-related safety practices
- 10:122-9.6 Vehicle insurance
- 10:122-9.7 Transportation records
- 10:122-9.8 Special requirements for physically handicapped, non-ambulatory children
- 10:122-9.9 Special requirements to prevent child abuse and/or neglect

## SUBCHAPTER 1. GENERAL PROVISIONS

### 10:122-1.1 Legal authority

(a) This manual is promulgated pursuant to the Child Care Center Licensing Law, N.J.S.A. 30:5B-1 to 15, supplemented by P.L.1992, c. 95.

(b) Under the laws specified in (a) above, the Department of Human Services is authorized to:

1. License certain public and private child care centers that are maintained for the care, development or supervision of six or more children under 13 years of age for less than 24 hours a day;
2. Inspect and examine the physical plant or facilities and program of a child care center and inspect all documents, records, files or other data maintained pursuant to the above-referenced law during the center's normal operating hours and without prior notice; and
3. Request the appropriate State and local fire, health and building officials to conduct examinations and inspections to determine a center's compliance with State and local ordinances, codes and regulations. The inspections shall be conducted and the results reported to the Department within 60 days after the request.

(c) Under the laws specified in (a) above, the Department of Human Services is authorized to issue a Certificate of Life/Safety Approval to a center that:

1. Operates on a seasonal or short-term basis for eight weeks or less and does not offer a continuous program that extends across the three-year period of licensure; or
2. Was operating on or before May 16, 1984 and was exempt from the licensing provisions because it was operated by an aid society of a properly organized and accredited church.

(d) Centers specified in (c)1 and 2 above are required to comply only with the physical facility, life/safety, administration and control of medication, environmental sanitation and communicable disease reporting provisions of this manual of requirements. Centers with Certificates of Life/Safety Approval may secure regular licenses on a voluntary basis as long as they comply with all provisions of this manual of requirements.

(e) To be eligible for a license, a center shall demonstrate to the satisfaction of the Department of Human Services, or the duly authorized agency, that the center complies with all applicable provisions of this manual.

(f) All applicable requirements shall be met by all child care centers, unless the rules are specified as "for early childhood programs" or "for school-age child care programs."

(g) Responsibility for ensuring that centers comply with the provisions of the laws cited in (a) above and with provisions of this manual is hereby delegated by the Department of Human Services to the Division of Youth and Family Services, Bureau of Licensing.

(h) When a person intends to care for six or more children under 13 years of age, he or she shall apply for and secure from the Bureau a license to operate a child care center. Once licensed, the center is subject to all applicable provisions of this manual, even if the number and/or ages of the children attending the center at a particular time should fall outside the definition of a center, as specified in N.J.A.C. 10:122-1.2(a).

### 10:122-1.2 Definition of child care center

(a) "Child care center" or "center" means any home or facility, by whatever name known, which is maintained for the care, development or supervision of six or more children under 13 years of age who attend for less than 24 hours a day.

1. For a facility that is located in a sponsor's home, the Bureau shall not count the children residing in the sponsor's home in determining whether the facility is serving the minimum number of children that would require it to be licensed as a center.

2. For a child care center operated by a nonprofit organization in a public school building used as a public school, the center shall not be required to meet the requirements in this manual governing the safety and adequacy of the physical plant or facilities, in keeping with P.L. 2000, c.122 (N.J.S.A. 30:5B-5).

(b) The term, child care center, shall include, but not be limited to, day care centers; drop-in centers; night-time centers; recreation-type centers sponsored and operated by a county or municipal government recreation and/or park department or agency; day nurseries; nursery and play schools; cooperative child centers; centers for children with special needs; centers serving sick children; infant-toddler programs; school-age child care programs; employment-related centers; centers that had been licensed by the Department of Human Services prior to the enactment of the Child Care Center Licensing Act of 1984; and kindergartens that are not an integral part of a private educational institution or system offering elementary education in grades kindergarten through sixth, seventh or eighth.