

# 10-148 Chapter 32

## Rules for the Licensing of Child Care Facilities

### Section II. DEFINITIONS

**FF** "Pool" means any basin, chamber or tank constructed of impervious material, located either indoors or outdoors containing an artificial body of water for swimming or recreational.

**FF-1** "Swimming Pool" means a pool with a depth of more than twenty-four inches (24") at any point.

**FFGG.** "Volunteer" means a person who helps or provides service without compensation in a Child Care Facility.

**HH.** "Wading pool" means a pool with a maximum water depth of twenty-four inches (24").

**II.** "Water safety attendant" is a person trained in rescue techniques whose job is to watch over swimmers at a beach or swimming pool and save those in danger of drowning.

### Section X. ORGANIZATION and ADMINISTRATION

#### A. Administration

13. **Notification for physical plant changes.** The licensee shall provide written notification to the Department for any changes to the heating system, any structural alterations or any plans to use existing space in the facility that have not been inspected and approved. This includes any physical or structural changes in the building(s) or on the grounds such as but not limited to remodeling, renovations, or installation of a swimming pool or wading pool.

### Section X. ORGANIZATION and ADMINISTRATION

#### B. Responsibility of the facility to parent(s) involvement

6. **Responsibility to advise regarding high risk activities.** The facility must advise a child's parent or legal guardian prior to allowing the child to participate in any high risk activity, such as swimming, horseback riding or trampoline. The facility must obtain written authorization from the parent for the child to participate in any such activity. The statement must describe all types of high risk activities provided and the authorization must be updated at least annually and must list the child's name, type of activity, location of activity, parent's signature and date. For swimming or wading activities, the statement must describe the child's swimming ability.

### Section XII. RECORDS and REPORTS

A. **Child's record.** A record shall be completed at the time of admission and maintained by the Child Care Facility on each child in care and shall include:

14. Allergies and other health conditions, if known; and

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15. Special needs, if any;
16. Written permission for participation in swimming or wading activities from each child's parent(s) or guardian(s) if swimming or wading activities are offered.

#### Section XVI. PROGRAM DESCRIPTION, SCHEDULE, MATERIALS AND EQUIPMENT

##### D. Swimming and wading activities

1. **Policies and procedures regarding water activities and safety procedures.** The facility must develop policies and procedures regarding swimming and wading activities and safety procedures. Policies and procedures must cover all swimming or wading activities that take place at the child care facility and all swimming or wading activities away from the child care facility premises, e.g., at a public swimming pool or beach.
2. **Emergency Plan.** The facility must include in its policies and procedures a written emergency plan related to any swimming or wading activities, regardless of where they are conducted. The plan must be available to all staff. The plan must cover procedures for medical emergencies, chemical emergencies and severe weather.
3. **Emergency procedures.** For facilities with swimming pools on the premises, staff must be familiar with emergency procedures, the use of safety equipment and emergency contacts. Children must be reminded of the emergency procedures regularly.

For facilities with swimming pools on the premises, swimming pool emergency drills must be conducted at least once a month in any month during which the pool is used. These drills must be conducted according to policies and procedures that are posted in the swimming area. The facility must keep a written record of the type, date, time and duration of the training and drills.

4. **Pool safety rules.** For facilities with swimming pools on the premises, legible safety rules for the use of swimming pools must be posted in a conspicuous location, and must be read and reviewed weekly by each staff member responsible for the supervision of children.
5. **Basic water safety instruction.** For all swimming and wading activities, regardless of where they are conducted, children must participate in basic water safety instruction appropriate to their ages and developmental levels. Before initially entering the water, all children must be instructed on all water safety measures.
6. **Safety checklist.** For facilities with swimming pools on the premises, the facility must complete a checklist on any day on which a pool activity occurs. A checklist

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will be supplied by the Department, and must be signed by the individual responsible for swimming or wading activities on that day.

- 7. Water safety attendant on duty.** The child care facility must have a water safety attendant present at all times during swim instruction or other swimming or wading activities.
  - a) For swimming pools that are over four (4) feet deep at any point, the water safety attendant must have a current life guard certification from the American Red Cross, YMCA or a comparable program of instruction. A copy of the current Lifeguard Training Certificate must be on file in the facility and posted in a conspicuous location in the pool area.
  - b) For swimming pools that are less than four (4) feet deep at the deepest part, the water safety attendant must have completed a Department-approved basic water rescue and safety training course. A copy of the training certificate must be on file in the facility and posted in a conspicuous location in the pool area.
  - c) For wading pools, the water safety attendant must hold a valid CPR certificate and a valid first aid certificate.
  - d) For swimming and wading activities away from the child care facility premises, the child care facility must provide an adequate number of certified lifeguards if the pool or waterfront operator does not.
- 8. Constant supervision.** Staff must directly supervise children at all times. Children must be within sight and sound of staff.
- 9. Staff to child ratios.** The staff-to-child ratio must be maintained at all times.
  - a) If the pool is more than four (4) feet deep at any point, only adults who can swim may be counted in the staff-to-child ratios.
  - b) The required staff must be in the water.
  - c) For swimming pools, lifeguards, water safety attendants and swimming instructors do not count toward staff-to-child ratios. Lifeguards and water safety attendants must be stationed next to the swimming or wading pool. For wading pools, water safety attendants may count toward staff-to-child ratios.
- 10. Identification of non-swimmers.** All non-swimmers must be clearly identified as non-swimmers in a way that is visually and easily recognized by lifeguards, water safety attendants and staff. Commonly used identifiers are specified bathing suits or caps, wristbands or colored zinc-oxide sun block. Personal flotation devices of any kind shall not be used as identifiers.

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- 11. Approved flotation devices.** All non-swimmers, when in water over their waists, must be protected by a Coast Guard approved flotation device properly fitted for age and weight.
- 12. Swim instruction program design.** Swim instruction programs must be designed by a water safety instructor currently certified by the American Red Cross or other Department-approved water safety program to ensure that the program is age appropriate and safe. Other swimming or wading activities are not required to be planned by a certified swim instructor.
- 13. Training for on-site directors.** On-site directors must take a Department-approved course in basic water safety and rescue before the facility can offer pool activities.

### Section XIX. ENVIRONMENT AND SAFETY

#### E. Outdoor play area

- 6. Safe outdoor play equipment.** Outdoor play equipment shall be safely constructed and of a size suitable to the age and needs of all children. Play equipment, including pools, must be adequately spaced apart to prevent injuries.
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#### H. Swimming Pools

- 1. Swimming Pools must be registered.** On-premises pool facilities must be registered by the Maine Department of Health and Human Services, Maine Center for Disease Control.
- 2. Swimming pool cleanliness.** Swimming or wading pools shall be cleaned and emptied daily or equipped with a filtration and/or treatment system.
  - a) The water in a swimming pool must have sufficient clarity. The bottom must be clearly visible in the deepest part of the pool.
  - b) Any facility that operates a swimming pool must be in compliance with Department of Health and Human Services, Maine Center for Disease Control and Prevention, Division of Environmental Health *Rules Relating to Public Swimming Pools and Spas.*
- 3. Swimming pools when not in use.** Swimming or wading pools must be emptied or removed from play areas when not in use or must be otherwise protected by fencing or suitable barriers to prevent access by children without staff approval, observation and supervision.

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- a) All in-ground pools located in areas accessible to the children must be fenced. The fence must be at least four (4) feet in height and secured with a locked gate.
  - b) All above-ground pools must have non-climbable sidewalls that are at least four (4) feet high or must be enclosed with a fence in accordance with subsection 3.a (above) of this Section. When the pool is not in use, steps must be removed from the pool or otherwise protected to prevent unsupervised access.
- 4. Emergency telephone.** All pools must have an accessible emergency telephone located in the pool area. The telephone must be able to dial directly for emergency assistance.

EMERGENCY RULE