**Section 377.4 Part Day Child Care Facilities**

a) Part day child care facilities are required to provide written notification to the Department of their operation. The written notification shall include the following:

1) The name of the church, religious organization or social service agency responsible for the facility;

2) A copy of the trust instrument, certificate and articles of incorporation, articles of association, or other written instrument establishing the church, religious organization or social service agency;

3) The address at which the part day child care facility operates or intends to operate;

4) The name, address and telephone number of the person or persons responsible for on-site supervision of the program;

5) The usual days and hours that the part day child care facility operates or intends to operate; and

6) A notarized statement that

A) the facility complies with the standards of the Illinois Department of Public Health (77 Ill. Adm. Code 750) or the local health department;

B) the facility complies with the fire safety standards of the Illinois State Fire Marshal (41 Ill. Adm. Code 100). (Part day child care facilities operated in public school buildings may satisfy this requirement with a notarized statement that the facility meets the health and safety standards of the Illinois State Board of Education - SBE Rule 201, Building Specifications for Health and Safety in Public Schools (23 Ill. Adm. Code 185);

C) the facility does not provide care for any child for more than eight hours in any given day;

D) no child is provided care for more than 10 hours in a 7 day week; and

E) the facility provides at least one caregiver per 20 children.

b) The church, religious organization or social service agency responsible for a continuing part day child care facility shall re-notify the Department, in writing, of its operation within two years of its original or last notification, and within thirty (30) days of a change in the information required by this Section.

c) A church, religious organization or social service agency operating more than one program shall provide the Department a separate, written notification for each site from which a part day child care facility is operated under its sponsorship.

d) *A part day child care facility which operates more than* *10* *hours per* *7 day* *week or charges fees is required to maintain a written record on each child which shall include the name(s) of the child's parent(s); the telephone number(s) at which the parent(s) can be reached during the hours the child is at the facility; and the number of hours each child is served* (Ill. Rev. Stat. 1991, ch. 23, par. 2212.10).

1) The facility staff shall refuse to release a child to any person, whether related or unrelated to the child, who has not been authorized, in writing, by the parent(s) or guardian to receive the child. Persons not known to the facility staff shall be required to provide a driver's license (with photo) or photo identification card issued by the Illinois Secretary of State to establish their identity prior to a child's release to them.

2) The facility shall maintain a list of persons designated, in writing, by the parent(s) or guardian to whom the facility can be expected to discharge the child at least once per week. These persons, in addition to the parent(s) or guardian, shall constitute the primary list of persons to whom the child may be released. In addition, the facility shall maintain a contingency list of persons designated, in writing, by the parent(s) or guardian to whom the child may be released less frequently than once per week. When the child is released to a person on the contingency list, the facility shall maintain a record of the person to whom the child was released, and the manner that the child left the facility (whether on foot, by passenger car, by taxicab or other means of transportation.)

e) Records required by this Section may be examined by the Department or its authorized agent to verify compliance with this Part, and shall be retained by the facility for 3 years.

(Source: Amended at 17 Ill. Reg. 259, effective December 31, 1992)