

CCDBG Final Bold/Strikethrough Changes For Chapter 747

Chapter 747

Subchapter B, Administration and Communication

Division 3, Required Postings

§747.401. What items must I post at my child-care home during hours of operation?

(a) You must post the following in a prominent and publicly accessible place where parents and others may easily view them during all hours of operation:

(1) - (4) (No change.)

(5) A list of your employees, as defined in §745.21~~[(46)]~~ of this title (relating to What do the following word and terms mean when used in this chapter?). The list must be printed on paper at least 8 1/2 inches by 11 inches in size and must include each employee's first and last name; and

(6) Any other Licensing notices requiring posting.

(b) For food allergies that require an emergency plan, you must either:

(1) Post the list of each child's food allergies in a prominent place during all hours of operation, and if a parent requests it, maintain privacy for the child (for example, a clipboard hung on a wall with a cover sheet over the list); or

(2) Ensure that all caregivers and employees who prepare or serve food are aware of each child's food allergies.

Chapter 747

Subchapter C, Record Keeping

Division 1, Records of Children

§747.605. What admission information must I obtain [on] **for** each child?

You must obtain at least the following information before admitting a child to care:

(1) - (13) (No change.)

(14) The name and telephone number of the school a school-age child attends; ~~[and]~~

(15) Permission for a school-age child to ride a bus, ~~[or]~~ walk to or from school or home, or to be released to the care of a sibling under 18 years old, if applicable~~[-]~~; **and**

(16) A completed food allergy emergency plan for the child, if applicable.

Chapter 747

Subchapter C, Record Keeping

Division 4, Records on Caregivers and Household Members

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

You must keep at least the following at the child-care home for each assistant caregiver and substitute **caregiver**, as specified in this chapter:

(1) - (8) (No change.)

(9) A statement signed and dated by the caregiver in a licensed child-care home verifying the date the caregiver attended training during orientation that includes an overview **regarding the prevention, recognition, and reporting** ~~[of symptoms]~~ of child abuse~~[-]~~ **and** neglect, **as specified in §747.1301 of this title (relating to What must orientation for caregivers at my child-care home include? [and sexual abuse and the responsibility of reporting these as outlined in §747.1305 of this title (relating to What should orientation to my child-care home include?)]**.

Chapter 747

Subchapter D, Personnel

Division 1, Primary Caregiver of a Registered Child-Care Home

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

Except as otherwise provided in this division, you must:

- (1) (No change.)
- (2) Have a~~[:]~~
 - ~~[(A) High]~~ **high** school diploma~~[:]~~ or
 - ~~[(B) High school]~~ equivalent;
- (3) Have a certificate of completion of the Licensing **pre-application course** ~~[orientation]~~ within one year prior to your application date;
- (4) Have current certification in CPR and first aid with rescue breathing and choking; ~~[and]~~
- (5) Be free of active tuberculosis, if required by the regional Texas Department of **State Health Services** ~~[TB program]~~ or local health authority~~[-]~~; **and**
- (6) Have proof of training in the following:**
 - (A) Recognizing and preventing shaken baby syndrome and abusive head trauma;**
 - (B) Understanding and using safe sleep practices and preventing sudden infant death syndrome (SIDS);**
 - (C) Understanding early childhood brain development;**
 - (D) Emergency preparedness;**
 - (E) Preventing and controlling the spread of communicable diseases, including immunizations;**
 - (F) Administering medication, if applicable, including compliance with §747.3603 of this title (relating to What authorization must I obtain before administering a medication to a child in my care?);**
 - (G) Preventing and responding to emergencies due to food and allergic reaction;**
 - (H) Understanding building and physical premises safety, including identification and protection from hazards that can cause bodily injury such as electric hazards, bodies of water, and vehicular traffic;**
 - (I) Handling, storing, and disposing of hazardous materials including compliance with §747.3221 of this title (relating to Must caregivers wear gloves when handling blood or bodily fluids containing blood?); and**
 - (J) Precautions in transporting children if your child-care home plans to transport a child whose chronological or developmental age is younger than nine years old.**

Chapter 747

Subchapter D, Personnel

Division 2, Primary Caregiver of a Licensed Child-Care Home

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

- (a) Except as otherwise provided in this division, a primary caregiver for a licensed

child-care home must:

- (1) - (2) (No change.);
- (3) Have a certificate of completion of the Licensing **pre-application course** [orientation] within one year prior to your application date;
- (4) Have current certification in CPR and first aid with rescue breathing and choking; [and]
- (5) Have proof of training in the following:**
 - (A) Recognizing and preventing shaken baby syndrome and abusive head trauma;**
 - (B) Understanding and using safe sleep practices and preventing sudden infant death syndrome (SIDS);**
 - (C) Understanding early childhood brain development;**
 - (D) Emergency preparedness;**
 - (E) Preventing the spread of communicable diseases, including immunizations;**
 - (F) Administering medication, if applicable, including compliance with §747.3603 of this title (relating to What authorization must I obtain before administering a medication to a child in my care?);**
 - (G) Preventing and responding to emergencies due to food and allergic reaction;**
 - (H) Understanding building and physical premises safety, including identification and protection from hazards that can cause bodily injury such as electric hazards, bodies of water, and vehicular traffic;**
 - (I) Handling, storing, and disposing of hazardous materials including compliance with §747.3221 of this title (relating to Must caregivers wear gloves when handling blood or bodily fluids containing blood?); and**
 - (J) Precautions in transporting children if your child-care home plans to transport a child whose chronological or developmental age is younger than nine years old; and**
- (6)[(5)]** Have one of the following combinations of education and experience in a licensed child-care center, or in a licensed or registered child-care home, as defined in §747.1113 of this title (relating to What constitutes experience in a licensed child-care center, or in a licensed or registered child-care home?):

Education	Experience
(A) A bachelor's degree with 12 college credit hours in child development and three college credit hours in business management,	and at least one year of experience in a licensed child-care center ^[7] or in a licensed or registered child-care home;
(B) An associate's of applied science degree in child development or a closely related field with six college credit hours in child development and three college credit hours in business management. A "closely related field" is any educational instruction pertaining to the growth, development, physical or mental care, or education of children ages birth through 13 years,	and at least one year of experience in a licensed child-care center ^[7] or in a licensed or registered child-care home;

Education	Experience
(C) Sixty college credit hours with six college credit hours in child development and three college credit hours in business management,	and at least one year of experience in a licensed child-care center ^[7] or [in a] licensed or registered child-care home;
(D) A Child Development Associate credential or Certified Child-Care Professional credential with three college credit hours in business management,	and at least one year of experience in a licensed child-care center ^[7] or [in a] licensed or registered child-care home;
(E) A child-care administrator's certificate from a community college with at least 15 college credit hours in child development and three college credit hours in business management,	and at least two years of experience in a licensed child-care center ^[7] or [in a] licensed or registered child-care home;
(F) A day-care administrator's credential issued by a professional organization or an educational institution and approved by Licensing based on criteria specified in Subchapter P of Chapter 745 of this title (relating to Day-Care Administrator's Credential Program),	and at least two years of experience in a licensed child-care center ^[7] or [in a] licensed or registered child-care home; or
(G) Seventy-two clock hours of training in child development and 30 clock hours in business management,	and at least three years of experience in a licensed child-care center ^[7] or [in a] licensed or registered child-care home.

(b) Options (D) and (F) of subsection (a)(6) of this section require periodic renewal.

§747.1119. What credit courses does Licensing recognize as child development? Due to a large variation in credit course titles and content, it is impossible to list all courses that may be counted toward the child development requirement. Courses in early childhood education, child growth and development, psychology, sociology, classroom management, child psychology, health and safety of children, elementary education related to pre-kindergarten through third grade, youth development and other similar courses may be counted if they are related to child development or the topics specified in ~~§747.1307~~ **§747.1305** of this title (relating to What topics must the ~~[15 clock hours of]~~ annual training for caregivers include?). Abnormal psychology and secondary education courses are not recognized as child development.

Chapter 747

Subchapter D, Personnel

Division 2, Primary Caregiver of a Licensed Child-Care Home

REPEAL §747.1109. Are there exemptions from the qualifications listed in this division?

Chapter 747, Minimum Standards for Child-Care Homes
Subchapter D, Personnel
Division 4, Professional Development

REPEAL §747.1301. What training must I ensure that my caregivers have?

REPEAL §747.1303. What training must I have?

REPEAL §747.1305. What should orientation to my child-care home include?

REPEAL §747.1307. What topics must the annual training for caregivers include?

Chapter 747
Subchapter D, Personnel
Division 4, Professional Development

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

Orientation for caregivers at your child-care home must include at least the following:

- (1) An overview of the minimum standards found in this chapter;
- (2) An overview of your operational policies, including discipline and guidance practices and procedures for the release of children, and the provision of copies of these practices and procedures;
- (3) An overview regarding the prevention, recognition, and reporting of child abuse and neglect, including:
 - (A) Factors indicating a child is at risk of abuse or neglect;
 - (B) Warning signs indicating a child may be a victim of abuse or neglect;
 - (C) Procedures for reporting child abuse or neglect; and
 - (D) Community organizations that have training programs available to child-care staff, children, and parents;
- (4) An overview of your home's Emergency Preparedness Plan;
- (5) Locating and using fire extinguishers and first-aid equipment;
- (6) Recognizing and preventing shaken baby syndrome and abusive head trauma;
- (7) Understanding and using safe sleep practices and preventing sudden infant death syndrome (SIDS);
- (8) Understanding early childhood brain development;
- (9) Preventing and controlling the spread of communicable diseases, including immunizations;
- (10) Administering medication, if applicable, including compliance with §747.3603 of this title (relating to What authorization must I obtain before administering a medication to a child in my care?);
- (11) Preventing and responding to emergencies due to food or an allergic reaction;
- (12) Understanding building and physical premises safety, including identification and protection from hazards that can cause bodily injury such as electric hazards, bodies of water, and vehicular traffic;
- (13) Handling, storing, and disposing of hazardous materials including compliance with §747.3221 of this title (relating to Must caregivers wear gloves when handling blood or bodily fluids containing blood?); and
- (14) Precautions in transporting children if your child-care home transports a child whose chronological or developmental age is younger than nine years old.

NEW §747.1303. What training must I ensure that my caregivers have?

You must make sure that each caregiver has the following training:

- (1) Orientation to your child-care home as specified in §747.1301 of this title (relating to What must orientation for caregivers at my child-care home include?) within seven days of employment;
- (2) 15 clock hours of annual training for a caregiver in a registered child-care home as specified in §747.1305 of this title (relating to What topics must the annual training for caregivers include?);
- (3) 24 clock hours of annual training for a caregiver in a licensed child-care home as specified in §747.1305 of this title;
- (4) Current first-aid and CPR training as specified in §747.1313 of this title (relating to Who must have first-aid and CPR training?); and
- (5) If a caregiver transports children whose chronological or developmental age is younger than nine years old, transportation safety training as specified in §747.1314 of this title (relating to What additional training must a person have in order to transport a child in care?).

NEW §747.1305. What topics must the annual training for caregivers include?

- (a) Each caregiver counted in the child/caregiver ratio on more than ten separate occasions in one training year, as specified in §747.1311 of this title (relating to When must the annual training be obtained?) must obtain annual training relevant to the age of the children for whom the caregiver provides care.
- (b) Annual training is exclusive of any requirements for orientation, first aid and CPR training, transportation safety training, and any training received through a high school child-care work-study program.
- (c) At least six clock hours of the annual training hours must be in one or more of the following topics:
 - (1) Child growth and development;
 - (2) Guidance and discipline;
 - (3) Age-appropriate curriculum; and
 - (4) Teacher-child interaction.
- (d) If your home provides care for a child younger than 24 months, one hour of the annual training hours must cover the following topics:
 - (1) Recognizing and preventing shaken baby syndrome and abusive head trauma;
 - (2) Understanding and using safe sleep practices and preventing sudden infant death syndrome (SIDS); and
 - (3) Understanding early childhood brain development.
- (e) While there are no clock hour requirements for the topics in this subsection, the annual training hours must also include training on the following topics:
 - (1) Emergency preparedness;
 - (2) Preventing and controlling the spread of communicable diseases, including immunizations;
 - (3) Administering medication, if applicable, including compliance with §747.3603 of this title (relating to What authorization must I obtain before administering a medication to a child in my care?);
 - (4) Preventing and responding to emergencies due to food or an allergic reaction;

(5) Understanding building and physical premises safety, including identification and protection from hazards that can cause bodily injury such as electric hazards, bodies of water, and vehicular traffic; and

(6) Handling, storing, and disposing of hazardous materials including compliance with §747.3221 of this title (relating to Must caregivers wear gloves when handling blood or bodily fluids containing blood?).

(f) The remaining annual training hours must be in one or more of the following topics:

(1) Care of children with special needs;

(2) Child health (for example, nutrition and physical activity);

(3) Safety;

(4) Risk management;

(5) Identification and care of ill children;

(6) Cultural diversity of children and families;

(7) Professional development (for example, effective communication with families and time and stress management);

(8) Topics relevant to the particular ages of children in care (for example, caregivers working with infants or toddlers should receive training on biting and toilet training);

(9) Planning developmentally appropriate learning activities;

(10) Observation and assessment;

(11) Attachment and responsive care giving; and

(12) Minimum standards and how they apply to the caregiver.

(g) No more than 80% of the annual training hours may be obtained from self-instructional training.

NEW §747.1307. What training must I have?

You must have the following training:

(1) 30 clock hours of annual training as specified in §747.1309 of this title (relating to What topics must my annual training include?);

(2) Current first-aid and CPR training as specified in §747.1313 of this title (relating to Who must have first-aid and CPR training; and

(3) If you transport children whose chronological or developmental age is younger than nine years old, transportation safety training as specified in §747.1314 of this title (relating to What additional training must a person have in order to transport a child in care?).

§747.1309. What [training] topics must [be included in] my annual training **include** [as the primary caregiver]?

(a) You must obtain at least 30 clock hours of training [annually that is:]

[~~(1) Relevant~~] **each year relevant** to the age of the children for whom you provide care.[;]

~~(b)(2)~~ **The 30 clock hours of annual training are exclusive of any requirements for [Exclusive of] the Licensing pre-application course [interview], [CPR and] first-aid and CPR training, and transportation safety training.[;and]**

[~~(3) Not earned for presenting training to others.~~]

~~(c)(b)~~ At least six clock hours of **the** annual training **hours** must be in one or more of the following topics:

- (1) Child growth and development;
- (2) Guidance and discipline;
- (3) Age-appropriate curriculum; and
- (4) Teacher-child interaction.

(d) If your home provides care for children younger than 24 months, one hour of the annual training hours must cover the following topics:

- (1) Recognizing and preventing shaken baby syndrome;**
- (2) Understanding and using safe sleep practices and preventing sudden infant death syndrome (SIDS); and**
- (3) Understanding early childhood brain development.**

(e) While there are no clock hour requirements for the topics in this subsection, the annual training hours must also include training on the following topics:

- (1) Emergency preparedness;**
- (2) Preventing and controlling the spread of communicable diseases, including immunizations;**
- (3) Administering medication, if applicable, including compliance with §747.3603 of this title (relating to What authorization must I obtain before administering a medication to a child in my care?);**
- (4) Preventing and responding to emergencies due to food or an allergic reaction;**
- (5) Understanding building and physical premises safety, including identification and protection from hazards that can cause bodily injury such as electric hazards, bodies of water, and vehicular traffic; and**
- (6) Handling, storing, and disposing of hazardous materials including compliance with §747.3221 of this title (relating to Must caregivers wear gloves when handling blood or bodily fluids containing blood?).**

(f) If you have:

(1)~~[(c) A primary caregiver with five]~~ **Five** or fewer years of experience as a primary caregiver in a licensed or registered child-care home, **you** must complete at least six of the ~~[30-clock]~~ **annual training** hours in management techniques, leadership, or staff supervision; ~~or[-]~~

(2)~~[(d) A primary caregiver with more]~~ **More** than five years of experience as a primary caregiver in a licensed or registered child-care home, **you** must complete at least three of the ~~[30-clock]~~ **annual training** hours in management techniques, leadership, or staff supervision.

~~[(e) If the home provides care for children younger than 24 months, one hour of annual training must cover the following topics:]~~

- ~~[(1) Recognizing and preventing shaken baby syndrome;]~~
- ~~[(2) Preventing sudden infant death syndrome; and]~~
- ~~[(3) Understanding early childhood brain development.]~~

(g)~~[(f)]~~ The remainder of annual training hours must be selected from the training topics specified in **§747.1305(f) of this title (relating to What topics must the annual training for caregivers include?** ~~[§747.1307(d) of this title (relating to What topics must the annual training for caregivers include?)].~~

(h) You may obtain clock hours or CEUs from the same sources as other caregivers.

(i)~~[(g)]~~ Training hours may not be earned for presenting training to other caregivers. ~~[If the home transports children whose chronological or developmental age is younger than nine years old, the primary caregiver must complete two hours of annual~~

~~training on transportation safety in addition to the other training hours.]~~

~~(j)(h) A primary caregiver may obtain no~~ **No** more than 80% of annual training **may be obtained** from self-instructional **training** ~~[materials].~~

Chapter 747

Subchapter D, Personnel

Division 5, Household Members, Volunteers, and People who Offer Contracted Services

§747.1401. Must members of my household meet specific qualifications?

(a) For each household member that you are required to request a background check on, as specified in, Subchapter F of Chapter 745 of this title (relating to Background Checks), the member must:

(1) Provide a copy of a health card or **health-care professional's** ~~[physician's]~~ statement verifying they are free of active tuberculosis if required by the regional Texas Department of **State Health Services** ~~[TB program]~~ or local health authority; and

(2) Complete orientation to your child-care home **as specified in §747.1403 of this title (relating to What must orientation for household members at my child-care home include?)**.

(b) Any household member who is counted in the child/caregiver ratio on more than ten separate occasions in one training year, whether paid or unpaid, must meet the minimum qualifications **for assistant caregivers** and training requirements for ~~[assistant]~~ caregivers **as** specified in this subchapter.

(c) Any household member who is left in charge of the child-care home in the absence of the primary caregiver, whether paid or unpaid, must meet **the** minimum qualifications **for a substitute caregiver** and training requirements for ~~[substitute]~~ caregivers specified in this subchapter.

(d) (No change.)

§747.1403. What must orientation ~~[to my child-care home]~~ for household members **at my child-care home** include?

The orientation **for household members at your child-care home** must include **at least the following**: ~~[topics specified in §747.1305 of this title (relating to What should orientation to my child-care home include?).]~~

(1) **An overview of your home's child-care policies, including discipline and guidance practices and the procedures for the release of children, and the provision of copies of these practices and procedures;**

(2) **An overview of symptoms of child abuse and neglect and the responsibility for reporting these;**

(3) **The procedures to follow in handling emergencies. Emergencies include fire, explosion, tornado, toxic fumes, volatile individuals, and severe injury or illness of a child or adult; and**

(4) **The location and use of fire extinguishers and first-aid equipment.**

Chapter 747

Subchapter L, Discipline

REPEAL §747.2713. Must I give a copy of my written discipline and guidance policy to parents, my caregivers, and household members?

Chapter 747

Subchapter N, Field Trips

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

(a) Yes. You must ensure the children's safety on field trips and excursions and during any transportation provided by the child-care home. Anytime you take a child ~~[away from the child-care home for]~~ **on** a field trip you must comply with each of the following requirements:

(1) - (4) (No change.)

(5) You must have a copy of a child's food allergy emergency plan and allergy medications, if applicable;

(6)~~[(5)]~~ Each child must wear a shirt, name tag, or other identification listing the name and telephone number of the child-care home;

(7)~~[(6)]~~ Each caregiver must be easily identifiable by all children on the field trip, by wearing a hat, **specialized** tee-shirt, brightly colored clothes, or other easily spotted identification;

(8)~~[(7)]~~ Each caregiver supervising a field trip must have transportation available, ~~[or]~~ a communication device such as a cellular phone ~~[, message pager,]~~ or two-way radio available, or an alternate plan for transportation at the field trip location in case of emergency; and

(9)~~[(8)]~~ You must ensure that a caregiver trained in CPR and first aid with rescue breathing and choking is present on the field trip.

(b) A walk around the caregiver's neighborhood must comply only with paragraphs (2), **(5)** and **(9)**~~[(8)]~~ of subsection (a) of this section.

Chapter 747

Subchapter Q, Nutrition and Food Service

§747.3101. What are the basic requirements for snack and mealtimes?

(a) You must serve all children ready for table food regular meals and morning and afternoon snacks as specified in this subchapter.

~~(b)(1)~~ If breakfast is served, a morning snack is not required.

~~(c)(2)~~ A child must not go more than three hours without a meal or snack being offered, unless the child is sleeping.

~~(d)(3)~~ If your child-care home is participating in the Child and Adult Care Food Program (CACFP) administered by the Texas Department of Agriculture, you may elect to meet those requirements rather than those specified in this **section** ~~[subsection]~~.

~~(e)(b)~~ You must ensure a supply of drinking water is always available to each child and is served at every snack, mealtime, and after active play in a safe and sanitary manner.

~~(f)(e)~~ You must not serve beverages with added sugars, such as carbonated beverages, fruit punch, or sweetened milk except for a special occasion such as a holiday or birthday celebration.

~~(g)(d)~~ You must not use food as a reward ~~[or punishment]~~.

(h) You must not serve a child a food identified on the child's food allergy emergency plan as specified in §747.3617 of this title (relating to What is a food allergy emergency plan?).

Chapter 747

Subchapter R, Health Practices

Division 1, Environmental Health

§747.3203. What steps must I take to ensure a healthy environment for children at my child-care home?

You must clean, repair, and maintain your child-care home, grounds, and equipment to protect the health of the children. This includes, but is not limited to:

(1) - (10) No change.

(11) Sanitizing table tops, furniture, and other similar equipment used by children when soiled or contaminated with matter such as food, body secretions, or excrement; ~~[and]~~

(12) Clearly marking cleaning supplies and other toxic materials and keeping them separate from food and inaccessible to children; **and** ~~[.]~~

(13) Using, storing and disposing of hazardous materials as recommended by the manufacturer.

§747.3221. Must ~~[I]~~ **caregivers** wear gloves when handling blood or ~~[body]~~ **bodily** fluids containing blood?

Yes, caregivers must **follow universal precautions outlined by the Centers for Disease Control (CDC) when handling blood, vomit, or other bodily fluids that may contain blood including:**

(1) **Using** ~~[Use]~~ disposable, nonporous gloves ~~[when handling blood or blood-containing body fluids or discharge from injured tissue];~~

(2) Placing gloves contaminated with blood in a tied, sealed, or otherwise closed plastic bag and discarding them immediately;

~~(3)(2)~~ **Discarding all other** ~~[Discard the]~~ gloves immediately after one use; and

~~(4)(3)~~ **Washing** ~~[Wash]~~ your hands **with soap and running water** after using and disposing of the gloves.

Chapter 747
Subchapter R, Health Practices
Division 2, Diaper Changing

§747.3307. What must I do to prevent the spread of germs when diapering children?

(a) - (e) (No change.)

(f) You must place soiled clothing in a tied, sealed, or otherwise closed plastic bag to be sent home with the child.

Chapter 747, Minimum Standards for Child-Care Homes
Subchapter R, Health Practices
Division 2, Diaper Changing

NEW §747.3617. What is a food allergy emergency plan?

A food allergy emergency plan is an individualized plan prepared by the child's health care professional that includes:

- (1) a list of each food the child is allergic to;**
- (2) possible symptoms if exposed to a food on the list; and**
- (3) the steps to take if the child has an allergic reaction.**

NEW §747.3619. When is this plan required?

A food allergy emergency plan is required for each child with a known food allergy that has been diagnosed by a health-care professional. The child's health care professional and parent must sign and date the plan. You must keep a copy of the plan in the child's file.

Chapter 747
Subchapter W, Fire Safety and Emergency Practices
Division 2, Emergency Preparedness

§747.5001. What is an emergency preparedness plan?

An emergency preparedness plan is designed to ensure the safety of children during an emergency by addressing staff responsibility and **your home's** [facility] readiness with respect to emergency evacuation, [and] relocation, **and sheltering/lock-down**. The plan addresses the types of **responses to** emergencies most likely to occur in your area including: [~~but not limited to, natural events such as tornadoes, floods or hurricanes, health events such as medical emergencies, communicable disease outbreak, and human-caused events such as intruder with weapon, explosion, or chemical spill.~~]

- (1) An evacuation of your home to a designated safe area in an emergency such as a fire or gas leak;**
- (2) A relocation of the children and caregivers to a designated, alternate shelter in an emergency such as a flood, a hurricane, medical emergency, or communicable disease outbreak; and**
- (3) The sheltering and lock-down of children and caregivers within your home to temporarily protect them from situations such as a tornado, volatile person on the premises, or an endangering person in the area.**

§747.5003. What must my emergency preparedness plan include?

Your emergency preparedness plan must include written procedures for:

(1) Evacuation, **relocation, and sheltering/lock-down of children**, including:

(A) **Your** [~~That in an emergency, your~~] first responsibility **in an emergency evacuation or relocation** is to move the children to a designated safe area or alternate shelter known to all household members, caregivers, **parents**, and volunteers;

(B) How children will **be evacuated or** relocated to the designated safe area or alternate shelter, including specific procedures for evacuating **or relocating** children who are under 24 months of age, who have limited mobility, or who otherwise may need assistance in an emergency, such as children who have mental, visual, or hearing impairments;

(C) (No change.)

(D) The caregivers' responsibility in a sheltering/lock-down emergency for the orderly movement of children to a designated location in your home where children should gather;

(E)[(~~D~~)] Name and address of the alternate shelter away from your home you will use as needed; and

(F)[(~~E~~)] How children in attendance at the time of the emergency will be accounted for at the designated safe area or alternate shelter[-];

(2) Communication, including:

(A) The emergency telephone number that is on file with us; **and**

(B) How you will communicate with local authorities (such as fire, law enforcement, emergency medical services, health department), parents, and us; [~~and~~]

(3) How you will evacuate **and relocate** with the essential documentation including:

(A) - (B) (No change.)

(C) The attendance record information for children in care at the time of the emergency;[-]

(4) How you will continue to care for the children until each child has been released; and

(5) How you will reunify the children with their parents as the evacuation, relocation, or sheltering/lock-down is lifted.

§747.5005. Must I practice my emergency preparedness **plan** [plans]?

Yes, the following components of your home's emergency preparedness **plan** [plans] must be practiced as follows:

(1) (No change.)

(2) You must practice a [~~severe weather~~] **sheltering** drill **for severe weather** at least **four times in a calendar year** [~~once every three months~~]; **and**

(3) You must practice a lock-down drill for a volatile or endangering person on the premises or in the area at least four times in a calendar year.