Figure: 40 TAC Chapter 744

Cumuent Dules	Mayo to
Current Rules Title 40. Social Services and Assistance	Move to Title 26. Health and Human Services
	Part 1. Texas Health and Human Services
Part 19. Department of Family and Protective Services	Commission
Chapter 744. Minimum Standards for School-Age	
and Before or After-School Programs	Chapter 744. Minimum Standards for School-Age and Before or After-School Programs
Subchapter A. Purpose, Scope, and Definitions	Subchapter A. Purpose, Scope, and Definitions
Division 1. Purpose	Division 1. Purpose
§744.101. What is the purpose of this chapter?	§744.101. What is the purpose of this chapter?
Subchapter A. Purpose, Scope, and Definitions	Subchapter A. Purpose, Scope, and Definitions
Division 2. Scope	Division 2. Scope
§744.111. What types of operations do these minimum	§744.111. What types of operations do these minimum
standards apply to?	standards apply to?
§744.113. Who is responsible for complying with these	§744.113. Who is responsible for complying with these
minimum standards?	minimum standards?
Subchapter A. Purpose, Scope, and Definitions	Subchapter A. Purpose, Scope, and Definitions
Division 3. Definitions	Division 3. Definitions
§744.121. What do certain pronouns mean when used	§744.121. What do certain pronouns mean when used
in this chapter?	in this chapter?
§744.123. What do certain words and terms mean	§744.123. What do certain words and terms mean
when used in this chapter?	when used in this chapter?
Subchapter B. Administration and Communication	Subchapter B. Administration and Communication
Division 1. Permit Holder Responsibilities	Division 1. Permit Holder Responsibilities
§744.201. What are my responsibilities as the permit	§744.201. What are my responsibilities as the permit
holder?	holder?
Subchapter B. Administration and Communication	Subchapter B. Administration and Communication
Division 2. Required Notifications	Division 2. Required Notifications
<b>Division 2. Required Notifications</b> §744.301. What changes regarding my operation must	<b>Division 2. Required Notifications</b> §744.301. What changes regarding my operation must
<b>Division 2. Required Notifications</b> §744.301. What changes regarding my operation must I notify Licensing about before making the change?	<b>Division 2. Required Notifications</b> §744.301. What changes regarding my operation must I notify Licensing about before making the change?
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§744.505. What must I do when I change an	§744.505. What must I do when I change an
operational policy or an item in the child-care	operational policy or an item in the child-care
enrollment agreement?	enrollment agreement?
Subchapter C. Record Keeping	Subchapter C. Record Keeping
Division 1. Records of Children	Division 1. Records of Children
§744.601. Who has the right to access children's	§744.601. Who has the right to access children's
records?	records?
\$744.603. What records must I have for children in my	§744.603. What records must I have for children in my
care and how long must I keep them?	care and how long must I keep them?
\$744.605. What admission information must I obtain	§744.605. What admission information must I obtain
for each child?	for each child?
§744.607. Must the child's parent sign the admission	§744.607. Must the child's parent sign the admission
information?	information?
§744.609. Must I update the admission information?	§744.609. Must I update the admission information?
§744.611. Must I have a health statement for children	§744.611. Must I have a health statement for children
in my care?	in my care?
§744.613. What immunizations must a child in my care	§744.613. What immunizations must a child in my care
have?	have?
§744.615. What exemptions or exceptions are there	§744.615. What exemptions or exceptions are there
concerning immunization requirements?	concerning immunization requirements?
§744.623. What documentation is acceptable for an	§744.623. What documentation is acceptable for an
immunization record?	immunization record?
§744.625. Must children in my care have a tuberculosis	§744.625. Must children in my care have a tuberculosis
(TB) examination?	(TB) examination?
§744.627. Must I have a system for signing children in	§744.627. Must I have a system for signing children in
and out of my care?	and out of my care?
Subchapter C. Record Keeping	Subchapter C. Record Keeping
Division 2. Records of Accidents and Incidents	Division 2. Records of Accidents and Incidents
§744.701. Must I keep a written record of accidents	§744.701. Must I keep a written record of accidents
§744.701. Must I keep a written record of accidents and incidents that occur at my operation?	§744.701. Must I keep a written record of accidents and incidents that occur at my operation?
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designate a director for each operation?	designate a director for each operation?
\$744.1005. What are the director's responsibilities?	\$744.1005. What are the director's responsibilities?
\$744.1007. May I be a director of my own operation?	\$744.1007. May I be a director of my own operation?
\$744.1009. May I have more than one operation	\$744.1009. May I have more than one operation
director?	director?
\$744.1011. For how many hours must a director be at	§744.1011. For how many hours must a director be at
my operation?	my operation?
\$744.1013. Must someone else be designated to be in	\$744.1013. Must someone else be designated to be in
charge of my operation in the director's absence?	charge of my operation in the director's absence?
§744.1015. What qualifications must an operation	§744.1015. What qualifications must an operation
director or a program director meet?	director or a program director meet?
§744.1017. What qualifications must a site director	§744.1017. What qualifications must a site director
meet?	meet?
§744.1021. What types of experience may count	§744.1021. What types of experience may count
towards meeting director qualifications?	towards meeting director qualifications?
§744.1023. Can Licensing verify whether someone has	\$744.1023. Can Licensing verify whether someone has
sufficient experience?	sufficient experience?
§744.1025. What credit courses does Licensing	§744.1025. What credit courses does Licensing
recognize as child development?	recognize as child development?
§744.1027. What credit courses does Licensing	\$744.1027. What credit courses does Licensing
recognize as management?	recognize as management?
§744.1029. What documentation must I provide to	§744.1029. What documentation must I provide to
show that my director meets the child development and	show that my director meets the child development and
management education qualifications?	management education qualifications?
§744.1035. May clock hours or CEUs (continuing	§744.1035. May clock hours or CEUs (continuing
education units) be substituted for any of the	education units) be substituted for any of the
educational requirements in this division?	educational requirements in this division?
§744.1037. What additional documentation must I	§744.1037. What additional documentation must I
submit to Licensing to show my director is qualified	submit to Licensing to show my director is qualified
and when must I submit it?	and when must I submit it?
§744.1043. Does education received outside of the	§744.1043. Does education received outside of the
United States substitute for the education requirements	United States substitute for the education requirements
for a child-care director?	for a child-care director?
§744.1045. Will Licensing keep the original training	§744.1045. Will Licensing keep the original training
certificates and college transcripts I submit to obtain a	certificates and college transcripts I submit to obtain a
Licensing director's certificate?	Licensing director's certificate?
§744.1047. What happens if Licensing determines that	§744.1047. What happens if Licensing determines that
a director for my operation does not meet minimum	a director for my operation does not meet minimum
standard qualifications?	standard qualifications?
§744.1049. Will my director receive a certificate	§744.1049. Will my director receive a certificate
verifying that director qualifications have been met?	verifying that director qualifications have been met?
§744.1051. Will a director's certificate expire?	§744.1051. Will a director's certificate expire?
§744.1053. How often must an expiring certificate be	§744.1053. How often must an expiring certificate be
renewed?	renewed?
§744.1055. What happens if my operation director's or	§744.1055. What happens if my operation director's or
program director's credential expires?	program director's credential expires?
§744.1057. If I hire someone who was qualified as a	§744.1057. If I hire someone who was qualified as a
director at another licensed operation in Texas, must I	director at another licensed operation in Texas, must I
resubmit all of the information to Licensing staff for	resubmit all of the information to Licensing staff for
review?	review?
§744.1059. Does Licensing charge a fee for issuing the	§744.1059. Does Licensing charge a fee for issuing the
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§744.1061. Can my director get a replacement	§744.1061. Can my director get a replacement
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§744.1103. What minimum qualifications must each of	§744.1103. What minimum qualifications must each of
my employees meet?	my employees meet?
§744.1105. What additional minimum qualifications	§744.1105. What additional minimum qualifications
must each of my caregivers meet?	must each of my caregivers meet?
§744.1107. When may I employ a person under the age	§744.1107. When may I employ a person under the age
of 18 or a person who does not have a high school	of 18 or a person who does not have a high school
diploma or equivalent as a caregiver?	diploma or equivalent as a caregiver?
§744.1109. Does education received outside of the	§744.1109. Does education received outside of the
United States count toward caregiver qualifications?	United States count toward caregiver qualifications?
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employees have?	employees have?
§744.1203. What additional responsibilities do my	§744.1203. What additional responsibilities do my
caregivers have?	caregivers have?
§744.1205. What does Licensing mean by "supervise	§744.1205. What does Licensing mean by "supervise
children at all times"?	children at all times"?
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employees and caregivers have?	employees and caregivers have?
§744.1303. What must orientation for employees at my	§744.1303. What must orientation for employees at my
operation include?	operation include?
§744.1305. What must be covered in the eight clock	§744.1305. What must be covered in the eight clock
hours of pre-service training for caregivers?	hours of pre-service training for caregivers?
§744.1307. Are any caregivers exempt from the pre-	§744.1307. Are any caregivers exempt from the pre-
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§744.1309. How many clock hours of annual training	§744.1309. How many clock hours of annual training
must be obtained by caregivers and site directors?	must be obtained by caregivers and site directors?
§744.1311. How many clock hours of training must an	§744.1311. How many clock hours of training must an
operation director or a program director obtain each	operation director or a program director obtain each
year?	year?
§744.1313. When must annual training for my	§744.1313. When must annual training for my
caregivers and director be obtained?	caregivers and director be obtained?
§744.1315. Who must have first-aid and CPR training?	§744.1315. Who must have first-aid and CPR training?
§744.1317. What additional training must an employee	§744.1317. What additional training must an employee
have in order to transport a child in care?	have in order to transport a child in care?
§744.1319. Must the training for my caregivers and the	§744.1319. Must the training for my caregivers and the
director meet certain criteria?	director meet certain criteria?
§744.1321. Does Licensing approve training resources	§744.1321. Does Licensing approve training resources
or trainers for training hours?	or trainers for training hours?
§744.1323. If I have a caregiver who attends college or	§744.1323. If I have a caregiver who attends college or
a Child Development Associate/Certified Child-Care	a Child Development Associate/Certified Child-Care
Professional credential program, may I count these	Professional credential program, may I count these
clock hours toward the annual training requirement?	clock hours toward the annual training requirement?
§744.1325. If I hire a caregiver or a director that	§744.1325. If I hire a caregiver or a director that
received training at another operation, may these hours	received training at another operation, may these hours
count towards the annual training requirement at my	count towards the annual training requirement at my
operation?	operation?

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§744.1331. What documentation must I provide to	§744.1331. What documentation must I provide to
Licensing to verify that training requirements have	Licensing to verify that training requirements have
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operation comply with?	operation comply with?
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\$744.1503. What is considered a group?	\$744.1503. What is considered a group?
\$744.1505. What is considered a group:	\$744.1505. What is considered a group:
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\$744.1507. How do I determine the child/caregiver	\$744.1507. How do I determine the child/caregiver
ratio?	ratio?
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supervise?	supervise?
§744.1603. How do I determine the specified age of	§744.1603. How do I determine the specified age of
the children in each group?	the children in each group?
§744.1605. If I have two or more caregivers with each	§744.1605. If I have two or more caregivers with each
group, what is the maximum number of children each	group, what is the maximum number of children each
caregiver may supervise?	caregiver may supervise?
§744.1607. What is the maximum group size?	§744.1607. What is the maximum group size?
§744.1609. Are there times when I may mix groups of	§744.1609. Are there times when I may mix groups of
children and exceed the maximum group size?	children and exceed the maximum group size?
§744.1611. May I reduce the number of caregivers	§744.1611. May I reduce the number of caregivers
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§744.1613. Will I be given an opportunity to comply	§744.1613. Will I be given an opportunity to comply
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Subchapter E. Child/Caregiver Ratios and Group	Subchapter E. Child/Caregiver Ratios and Group
Subchapter E. Child/Caregiver Ratios and Group Sizes	Subchapter E. Child/Caregiver Ratios and Group Sizes
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\$744.2665. What are my requirements regarding	§744.2665. What are my requirements regarding
specialized medical assistance?	specialized medical assistance?
\$744.2667. What is a food allergy emergency plan?	§744.2667. What is a food allergy emergency plan?
\$744.2669. When must I have a food allergy	\$744.2669. When must I have a food allergy
emergency plan for a child?	emergency plan for a child?
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Division 3. Animals at the Operation	Division 3. Animals at the Operation
§744.2701. What steps must I take to have animals at	§744.2701. What steps must I take to have animals at
my operation and/or on a field trip?	my operation and/or on a field trip?
§744.2703. Must I keep documentation of vaccinations	§744.2703. Must I keep documentation of vaccinations
on file for the animals?	on file for the animals?
§744.2705. Must I prevent children from having	§744.2705. Must I prevent children from having
contact with certain animals while at my operation?	contact with certain animals while at my operation?
Subchapter L. Safety Practices	Subchapter L. Safety Practices
Division 4. First-Aid Kits	Division 4. First-Aid Kits
§744.2751. Must I have a first-aid kit at my operation?	§744.2751. Must I have a first-aid kit at my operation?
§744.2753. What items must each first-aid kit contain?	§744.2753. What items must each first-aid kit contain?
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Division 5. Release of Children	Division 5. Release of Children
§744.2801. To whom may I release children?	§744.2801. To whom may I release children?
§744.2803. How do my employees verify the identity	§744.2803. How do my employees verify the identity
of a parent or a person a parent has designated to pick	of a parent or a person a parent has designated to pick
up the child?	up the child?
Subchapter M. Physical Facilities	Subchapter M. Physical Facilities
Division 1. Indoor Space Requirements	Division 1. Indoor Space Requirements
§744.2901. How many square feet of indoor activity	§744.2901. How many square feet of indoor activity
space must I have for children?	space must I have for children?
§744.2903. Must I limit the number of children in each	§744.2903. Must I limit the number of children in each
room based on the indoor activity space measurements	room based on the indoor activity space measurements
for that room?	for that room?
§744.2905. Do these indoor activity space	§744.2905. Do these indoor activity space
requirements apply to my operation if it was licensed	requirements apply to my operation if it was licensed
before September 1, 2010?	before September 1, 2010?
\$744.2907. How does Licensing determine the indoor	§744.2907. How does Licensing determine the indoor activity space?
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§744.2909. May other programs use my indoor activity space at the same time I have children in care?	§744.2909. May other programs use my indoor activity space at the same time I have children in care?
\$744.2911. May I care for children above or below	\$744.2911. May I care for children above or below
ground level?	ground level?
Subchapter M. Physical Facilities	Subchapter M. Physical Facilities
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§744.2951. How many square feet of outdoor activity	§744.2951. How many square feet of outdoor activity
space must I have?	space must I have?
§744.2953. Must I fence the outdoor activity space?	§744.2953. Must I fence the outdoor activity space?
§744.2955. How many exits must I have from my	§744.2955. How many exits must I have from my
fenced outdoor activity space?	fenced outdoor activity space?
§744.2957. May I keep the gates leading into my	§744.2957. May I keep the gates leading into my
outdoor activity space locked while children are in	outdoor activity space locked while children are in
care?	care?
§744.2959. Must the outdoor activity space be	§744.2959. Must the outdoor activity space be
connected to the operation?	connected to the operation?
§744.2961. Must I comply with additional	§744.2961. Must I comply with additional
requirements if my plan to use an outdoor activity	requirements if my plan to use an outdoor activity

space not connected to my operation is approved by Licensing?	space not connected to my operation is approved by Licensing?
§744.2963. May other programs use my outdoor	§744.2963. May other programs use my outdoor
activity space at the same time I have children in care?	activity space at the same time I have children in care?
Subchapter M. Physical Facilities	Subchapter M. Physical Facilities
Division 3. Toilets and Sinks	Division 3. Toilets and Sinks
§744.3001. How many hand-washing sinks must I have	§744.3001. How many hand-washing sinks must I have
in my operation for children's use?	in my operation for children's use?
§744.3003. Where must I locate the hand-washing	§744.3003. Where must I locate the hand-washing
sinks for children's use?	sinks for children's use?
§744.3005. How many toilets am I required to have in	§744.3005. How many toilets am I required to have in
my operation?	my operation?
§744.3007. Where must the toilets be located?	§744.3007. Where must the toilets be located?
§744.3009. May I count urinals in the ratio of children	§744.3009. May I count urinals in the ratio of children
to toilets?	to toilets?
§744.3011. Do I have to use toilets, sinks and fountains	§744.3011. Do I have to use toilets, sinks and fountains
that are child sized?	that are child sized?
§744.3013. May the doors to the restroom or toilets	§744.3013. May the doors to the restroom or toilets
have locks on them?	have locks on them?
§744.3015. May other programs use the toilets and	§744.3015. May other programs use the toilets and
hand washing sinks counted in my indoor activity	hand washing sinks counted in my indoor activity
space at the same time I have children in care?	space at the same time I have children in care?
Subchapter M. Physical Facilities	Subchapter M. Physical Facilities
Division 4. Telephone	Division 4. Telephone
§744.3051. Must I have a telephone at my operation?	§744.3051. Must I have a telephone at my operation?
Subchapter M. Physical Facilities	Subchapter M. Physical Facilities
Division 5. Indoor Lofts	Division 5. Indoor Lofts
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§744.3071. May I have indoor lofts?	§744.3071. May I have indoor lofts?
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