



Department of Early Education and Care

THE COMMONWEALTH OF MASSACHUSETTS

Small Group, Large Group and School Age Child Care Licensing

TECHNICAL ASSISTANCE: Required Notifications to EEC

This listing identifies information that is required to be reported to EEC by Small Group, Large Group, and School Age Programs.

1. The licensee must immediately report by telephone to the Department the death or hospitalization of any child which occurs while such child is in care, as in 606 CMR 7.04(15)(a)1&2.
2. The licensee must immediately report to the Department the contagious illness of a child that is a reportable condition as set by the Division of Communicable Disease Control, DPH, as in 606 CMR 7.04(15)(b)1.
3. The licensee must immediately report to the Department any medication error which requires hospitalization or emergency treatment, or which resulted in a child receiving the wrong medication, as in 606 CMR 7.04(15)(b)2a&b.
4. The licensee must report, in writing, to the Department any legal proceeding (within 5 days of initiation of such proceedings) brought against the licensee or person employed by the center if such proceedings arise out of circumstances related to the center or children in the center or may impact the continued operation of the program as in 606 CMR 7.04(15)(d)1.
5. The licensee must provide notification to the Department in writing at least 30 days prior to any change in the location or telephone number of the program as in 606 CMR 7.04(15)(e)2.
6. The licensee must notify the Department at least 30 days prior if possible or by telephone, of any change in space used by the program as in 606 CMR 7.04(15)(f).
7. The licensee must notify the Department whenever non-compliance with applicable codes prevents renewal of required inspection certificates as in 606 CMR 7.04(15)(g).
8. The licensee must notify the Department immediately by telephone of fire or other emergency that requires the evacuation of the facility and results in change in location as in 606 CMR 7.04(15)(h).

- 9.** The licensee must notify the Department by telephone within 24 hours of an incident that results in a report to law enforcement officials or in the event of the arrest of an educator or person regularly on the child care premises as in 606 CMR 7.04(15)(i).
- 10.** The licensee must notify the Department by telephone within 24 hours of an incident on the child care premises (other than false alarm) that results in a response by the fire department, as in 606 CMR 7.04(15)(j).
- 11.** The licensee must notify the Department of any 51A report as in 606 CMR 7.11(4)(e) & (f).
- 12.** The licensee must notify the Department in writing of any action brought against the licensee by the Internal Revenue Service, as in 606 CMR 7.04(15)(l).
- 13.** The licensee must notify the Department immediately of any accident involving the transportation of children when such transportation is provided or contracted by the licensee, as in 606 CMR 7.04(15)(m).
- 14.** The licensee must provide notification in writing to the Department and to parents of all children in care of its intent to close the program no less than 30 days prior to the anticipated closing, as in 606 CMR 7.04(15)(n).
- 15.** The licensee must provide notification in writing, to the Department no less than 30 days prior to any change in the ownership of the program as in 606 CMR 7.04(17)(d).
- 16.** The licensee must provide written notification, when possible, at least 30 days prior to any change in the source of water used by the program, as in 606 CMR 7.04(17)(f).
- 17.** The licensee must provide prior notification, in writing, to the Department of any change of administrator of the program, as in 606 CMR 7.04(17)(m)6.