

CHILD CARE FACILITY PRE-LICENSING CHECKLIST

This checklist will help you navigate the process of obtaining a child care license. This checklist is for your use only and does not have to be submitted to the Division of Environmental and Community Health.

Questions? Give your licensing specialist a call. To find out who your licensing specialist will be, please call 287-9300 or 1-800-791-4080 and ask for Child Care Licensing.

PLEASE NOTE: Maine Roads to Quality offers an online training called “Foundations of Center Based Care” which is highly recommended. You can find out when this is offered by calling 1-888-900-0055 or by visiting <http://muskie.usm.maine.edu/maineroads/index.htm>.

- Download and read the “Rules for the Licensing of Child Care Facilities”. This can be found at <http://www.maine.gov/dhhs/dlrs/Licensing/children/daycare-nursery.html>.
- If you want to be licensed for 13 or more children, contact Plans Review at the State Fire Marshall’s Office (626-3880; more information at www.state.me.us/dps/fmo). Applicants must apply for a construction permit and receive approval through the State Fire Marshall’s Office in order to use new or existing buildings for child care. Contact Plans Review when you have identified a building that you are interested in using for a child care business. Plans Review will tell you about fire safety measures the building may need to be used for child care.
- When selecting a site, remember that it is your responsibility to comply with the Americans with Disabilities Act (ADA). Contact the ADA hotline at 800-514-0301 or <http://www.ada.gov/childqanda.htm> to obtain guidelines.
- When selecting a site, you should be aware that your licensor will conduct a lead hazards survey if the building was built before 1978, and you plan on serving children under the age of 6.
- Obtain proof that you have your town or city’s permission to operate (statement that you comply with local codes and ordinances including zoning). If you are not given approval by the city/town, a child care license cannot be issued to you. Documentation of city/town approval must be kept onsite.
- Obtain completed reference forms from three (3) people who are not employees and who are not related to you.
- Create a floor plan, including measurements of all indoor and outdoor areas used by children.
- If you have a private water source, obtain water test results from any qualified water lab that tests for all of the required factors. If you have a private water source and you plan to be licensed for more than 20 children, talk to your licensing worker; you may need special approval as a public water supply.
- Obtain insurance coverage per Rule 9.4.1. of the “Rules for the Licensing of Child Care Facilities”.
- Submit a child care facility licensing application and fee. If your check is returned to us due to insufficient funds, no licensing action will occur until a replacement check is received and processed.
- Create an attendance contract and parent handbook, covering all topics required by rule.
- Create an employee handbook, including all personnel requirements stated in rule.
- Draft all required policies and forms (samples are available for many documents at <http://www.maine.gov/dhhs/dlrs/Licensing/children/daycare-nursery.html>).

Complete the required certification in Adult, Infant and Child CPR and First Aid. The Red Cross and local hospitals offer classes; a list of upcoming trainings can be found at Maine Roads to Quality's statewide training calendar at <http://ecetrainingcalendar.muskie.usm.maine.edu/public/main.aspx>.

Hire staff:

Contact the State Bureau of Identification at 624-7240 or online at www.informe.org/PCR/ or criminal history checks for staff/volunteers. If staff members have worked for the school system, a copy of their criminal background (fingerprint) check done by the school can be accepted instead, if completed within 6 months of the date of hire.

Contact Child Protective Intake at 800-452-1999, option 2 to perform child protective background checks for staff/volunteers. Owners and Directors background checks are done through the licensing application.

Obtain their references and immunization histories, if required.

Small Facilities (for 3-12 children) should obtain a manual of written health guidelines per 17.3.2 of the "Rules for the Licensing of Child Care Facilities".

IN ADDITION, CENTER APPLICANTS (facilities for 13 or more children) MUST ALSO SUBMIT THE FOLLOWING TO THE LICENSING SPECIALIST:

Bylaws and articles of incorporation (if applicable)

List of the Board of Directors (if applicable)

Resumé and transcripts for Director and head teachers

Health consultant agreement per Rule 17.3.1.1 of the "Rules for the Licensing of Child Care Facilities"

Health care plan signed by the health consultant per Rule 17.3.1.2.-4 of the "Rules for the Licensing of Child Care Facilities".

Proof of completion of the Department's approved transportation training for staff who transport children

AFTER WE RECEIVE YOUR APPLICATION, THE LICENSING SPECIALIST WILL:

- Make an appointment to visit with you.
- Provide sample forms such as Child Record forms.
- Provide resource information useful to Child Care Providers.
- Schedule an inspection by the State Fire Marshal's Office.
- Tell you what needs to be completed in order to qualify for a license. The Child Care Licensing Specialist will give you a copy of his/her facility assessment which lists items not yet completed.

When all requirements for licensure have been met, the licensing specialist will recommend licensure, subject to supervisory approval.