

CHILD CARE CENTER LICENSING CHECKLIST

This checklist will help you navigate the process of obtaining a child care license. This checklist is for your use only and should not be submitted.

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

_____ **Contact Plans Review** at the State Fire Marshall's Office if you want to be licensed for 13 or more children (626-3880; more information at www.state.me.us/dps/fmo). **Applicants must apply for a construction permit (if necessary) 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.

_____ **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.

_____ **Submit a child care facility licensing application** and fee **after** checking with Plans Review, your City or Town, your landlord (if applicable) and your licensing specialist. If your check is returned to us unprocessed, no licensing action will occur until a replacement check is received and processed.

_____ It is your responsibility to comply with the American's With Disabilities Act (ADA). Contact the ADA hotline at 800-514-0301 or www.usdoj.gov/crt/ada/childq&a.htm to obtain guidelines.

_____ **Submit completed reference forms** from 3 people who are not employees or relatives.

_____ **Obtain water test results** from the DHHS water lab if you have a private water source. If you have a private water source and you plan to be licensed for more than 20 children, talk to your licensing specialist; you may need special approval as a public water supply.

_____ **Submit a floor plan** including measurements of indoor and outdoor areas used by children.

_____ **Complete required certification in Adult, Infant and Child CPR and First Aid** per Rule 12.1.3 of the "Rules for the Licensing of Child Care Facilities". Classes are offered by the Red Cross, local hospitals and Maine Roads to Quality's statewide training calendar at <http://ecetrainingcalendar.muskie.usm.maine.edu/public/main.aspx>. Courses that occur **completely** online are not accepted.

_____ **Perform child protective background checks** for staff/volunteers by contacting the Child Care Registry at 800-452-1999, option 2. Owners and Directors background checks are done through the licensing application.

_____ **Complete criminal history checks** for staff/volunteers by contacting the State Bureau of Identification at 624-7240 or online at www.informe.org/PCR/. 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.

_____ **Obtain insurance coverage** per Rule 9.4.1. and 2 of the “Rules for the Licensing of Child Care Facilities”.

_____ 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”.

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

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);
- _____ Résumé 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 DHHS approved transportation training for staff who regularly transport children.

THE LICENSING SPECIALIST WILL:

Make an appointment to visit with you.

Provide sample forms such as Medication Permission and Child Record forms.

Provide resource information useful to Child Care Providers.

Perform a lead hazards survey if the building was built before 1978. Please see lead information sheet included in the application packet for more information.

Tell you what needs to be completed in order to qualify for a license. The Licensing Specialist will give you a copy of his/her facility assessment which lists items not yet completed. If / when all requirements for licensure have been met, the Licensing Specialist will recommend licensure subject to supervisory approval.